Deltek

Deltek Costpoint® Budgeting & Planning

General Availability Release Notes

March 13, 2020

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Contents

Overview

Welcome to the Deltek Budgeting & Planning (renamed to “Deltek Planning” as of September 2018) 7.0 General Availability Release Notes.

For the version 7.0 release, Deltek Budgeting & Planning has been fully integrated into the Costpoint framework and interface.

If you are a Costpoint customer, you will find yourself already familiar with the navigation, toolbars, and basic screen functionality.

If you previously had a stand-alone version of Budgeting & Planning (Planning) and did not use Costpoint, you should first familiarize yourself with the Costpoint software prior to using the new version. See “Available Documentation for this Release” on page 2 for a complete list of the training documentation available with this release.

Using This Guide

These release notes contain a summary of the following:

- **Available Documentation for This Release** – This section lists other guides available to you.
- **Enhancements Related to the Initial Integration with Costpoint** – See this section to learn about impacts to Budgeting & Planning due to the initial integration with the Costpoint architecture. See page 8.
- **Changes Major Enhancements** – See this section to learn about later structural changes, including the addition of a new, separate Planning domain to house all of the Budgeting & Planning applications and the redesign of Proposal Budgeting to New Business Budgeting. See page 15.
- **Enhancements (August 2018 – Present)** – Refer to this section to learn more about the latest Planning features following the creation of the new Planning Domain. Enhancements during this period include the following:

Module	Enhancement	Date	Page#
Organization Budgeting	N/A		
New Business Budgeting	Import New Business Budgets from Excel Added to New Business Budgeting	June 2019	25
	Other New Business Budgeting Enhancements	July 2019	28
Project Budgeting	Budget Labor Hours by GLC or PLC	August 2018	29
	Manage Cost Rates	August 2018	30
	Project Labor Category Subtask Updates	August 2018	31

- **Enhancements through July 2018 (Pre Planning Domain)** – Refer to this section to learn more about the enhancements made to Budgeting & Planning from the initial version 7.0 release through July 2018, the last update preceding the release of the Planning domain in August 2018. For more information on these features, see page 49.

> **Note:** Deltek Budgeting & Planning was rebranded as "Deltek Planning" in August 2018, when the applications were consolidated into an entirely separate domain within Costpoint, as described in detail under Planning Domain Created on page 12 of this document.
>
> Descriptions of features within this document are organized according to whether they were implemented before or after the release of the Planning Domain.

Continuous Delivery Model

With this release, Budgeting & Planning has moved to a "Continuous Delivery Model" where we will release new features and enhancements incrementally on top of Budgeting & Planning 7.0 without requiring customers to upgrade to a major, minor or maintenance release as often.

New enhancements will be made available through DSM after development and testing are complete. These software changes can be applied in the same way that hot fixes, cumulative updates, and regulatory updates are currently applied, through a combination of system jar and application level changes.

Some features may require a new license, some may be enabled through a control/configuration setting, and others, such as an increase to a field size in the database, will be available once the changes are applied.

> **Note:** For more information on the Costpoint Continuous Delivery model you may refer to *KB article # 81289*, or see *DeltekCostpoint711ContinuousDeliveryModelWhitePaper.pdf*, available from DSM.

Available Documentation for this Release

This section describes all the documentation available for this release.

Documentation in this section is broken down by category, as follows:

- **User Basics Documentation** – Guides and documents listed in this section are intended for all users who are unfamiliar with the Costpoint interface.
- **Technical Documentation** - Guides and documents listed in this section are intended for Budgeting & Planning administrators.

Note: Except where noted, all the user guides and quick reference guides described below are available for download from the Deltek Customer Care Connect site.

User Basics Documentation

Getting Started Guide with the Interface and User Basics

The *Deltek Costpoint Interface Getting Started Guide* contains updated information about the Costpoint interface and application functions, with tips for navigating through Costpoint.

Use this guide as a starting point for learning about the Costpoint interface. There are many notable differences between version 7.0 and earlier versions of Budgeting & Planning, because the application now resides within the Costpoint framework. Costpoint was previously used in conjunction with Budgeting & Planning, but they were separate applications with distinct interfaces.

Before you begin using the version 7.0 screens, you should first familiarize yourself with the interface basics. The table below describes key areas of the guide.

Document Name	Description
Global Menu and Toolbars	The Global Menu provides easy access to commonly used functions, so you can carry out your tasks quickly and efficiently. Each menu item drills down to reveal options that are applicable to an open application/task or active window. Use the items in the Toolbar Menu to save work to the database, clone records, refresh the current application, manage printing tasks, and many other functions. To learn more about the Global Menu and Toolbar, see *Deltek Costpoint Interface Getting Started Guide*.
Domains and Modules	Costpoint is organized into five program areas, or domains. The Navigation screen displays these domains in the stack on the left side. These domains are further categorized in a series of three panes. Starting from left to right, you can navigate from the highest-level

Document Name	Description
	program domain down to the desired application. Each domain in Deltek Costpoint is subdivided into modules, which are displayed on the left pane next to the domain list. When you select a module, the list of application groups displays on the second pane. You only see those domains, modules, and applications to which you have access rights. If you have questions concerning access/permissions, please contact your administrator.
Ease of Access Features	Costpoint has a **Lookup** and **Autocomplete** feature that makes it easy for you to create new records and find the data that you need.
User Preference Functions	Costpoint has a **Change Default Period** feature which you can use to change your default fiscal year, period, and subperiod for the current module. It also has a **Maintain My Menu** feature which you can use to create a custom user menu for quick access to your most frequently used screens, including the Manage My Desktop screen.

Quick Reference Cards

A Quick Reference Card displays a visual presentation of summary information about a system feature or screen.

Currently, four quick reference cards are available:

- **User Interface** – This card contains information about the Costpoint interface and navigation.
- **Shortcut Keys and Toolbar Icons and Buttons** – This card lists the shortcut keys and icons available in Costpoint.
- **Query and Lookup** – This card shows you how to use the Query and Lookup features.
- **Views** – This card explains the differences between Table View and Form View.

You can also obtain these Quick Reference Cards from the Deltek Software Manager.

Costpoint Planning Learning Aids

The Deltek Learning Zone (DLZ) provides several options for self-paced learning.

To access the DLZ from within Costpoint:

1. Click Help »Costpoint Information Center.
2. Select Deltek Learning Zone.

3. From the list of products, click the Costpoint icon .
4. On the “How Do You Want to Learn” page, scroll down through the Learn by Workflow section.
5. Select Understanding Costpoint Planning.
6. Under **Learn on My Own**, click **Costpoint Planning Series** and choose from the following self-paced learning videos:
   - Insight 2018 Prepare a Project Budget
   - Planning Domain Overview
   - Project Budgeting
   - Project Budgeting Reports
   - Resource Planning
   - Organization Budgeting Reports
   - Rate Processing/Reports
   - Plug Processing and Reports

Additionally, an older series of videos is also available to you. The information described in these videos is current and can help you understand the differences between version 6.1 and version 7.0. However, because they are older, they do not reflect the recent updates to the Costpoint user interface. Additionally, the menus and navigation do not reflect the new Planning Domain. To review these videos, click here.

Menu Maps

If you are moving to version 7.0 from version 6.1 or earlier, the Budgeting and Planning Menu Maps can help you locate your applications. *DeltekBudgetingandPlanning70MenuMapping61to70* and *DeltekBudgetingandPlanning70MenuMapping70to61* can be downloaded from the Deltek Software Manager.

- **6.1 to 7.0 Menu Mapping** — The left column of this Menu Map lists the version 6.1applications in menu order. Find the application you want to open. The second column displays that application’s menu path in version 7.0.
- **7.0 to 6.1 Menu Mapping** — The left column of this Menu Map lists the version 7.0 applications in menu order. Find the application you want to open. The second column displays that application’s menu path in version 6.1

Technical Documentation

Costpoint Planning 7.0 is built on the Deltek Costpoint platform. As a result, it inherits and benefits from the standard features of Costpoint and shares the available technical guides.

Installation Guides

There are several guides that will help you in the installation of Budgeting & Planning 7.0 and they are:

- *DeltekBudgetingAndPlanning700UpgradeInstallationForMicrosoftSQLServer.pdf*
- *DeltekBudgetingAndPlanning700NewInstallationForMicrosoftSQLServer.pdf*

Post-Installation Guides and Worksheets

The table below contains the list of post-installation configuration guides and worksheet available for Costpoint Planning.

Document Name	Description
DeltekBudgetingAndPlanning700PostInstallationConfigurationGuide	This document provides instructions for post installation configuration of Deltek Budgeting & Planning 7.0.0 software.
DeltekCostpointPlanningCloud700PostInstallationConfigurationGuide	This document provides instructions for post installation configuration of Costpoint Planning Cloud.
Deltek Budgeting and Planning 7.0.0 Post Installation Configuration Settings Worksheet	This worksheet describes configuration settings and is intended for distribution to accounting personnel by System Administrators.
Deltek Budgeting and Planning 7.0.0 Post Upgrade Configuration Guide	This guide is for System Administrators. It describes additional post-upgrade configuration tasks.
Deltek Costpoint Planning Cloud 7.0.0 Post Upgrade Configuration Guide	This guide is for System Administrators. It describes additional post-upgrade configuration tasks for Costpoint Planning Cloud
Deltek Budgeting and Planning 7.0.0 Post Upgrade Configuration Settings Worksheet	This worksheet describes configuration settings and is intended for distribution to accounting personnel by System Administrators.

Other Costpoint Technical Guides

Budgeting & Planning 7.0 is built on the Deltek Costpoint platform. As such, it inherits and benefits from the standard features of Costpoint and shares the available technical guides.

The guides and documents are described in the table below and can provide administrators with additional information about Costpoint features and benefits. These documents can be downloaded from Deltek Software Manager (DSM).

To access DSM, go to https://dsm.deltek.com.

Document Name	Description
Deltek Costpoint 7.1.1 Configuration Utility	This document describes how to use the Costpoint Configuration Utility, which helps Costpoint administrators perform the most common configuration tasks.

Document Name	Description
Deltek Costpoint 7.1.1 Content Management Integration	This document describes how to configure and tune the Costpoint Content Management Integration (CMI) application to provide access to Microsoft SharePoint™, as well as other Content Management Systems (CMS) that are compliant with the Content Management Interoperability Standard (CMIS).
Deltek Costpoint 7.1.1 DB Wizard Utility	This document describes how administers can use the DB Wizard utility to apply hot fixes and database structure changes to Costpoint installations.
Deltek Costpoint 7.1.1 Deployment Options Technical Overview	This document provides a high level overview of various Costpoint configuration options, including server, database, and security options.
Deltek Costpoint 7.1.1 Integration Overview	This document provides a high level overview of how Costpoint reports, processes, and data can be integrated with third-party applications via Web services.
Deltek Costpoint 7.1.1 Integration Console	This document is a detailed guide to the Costpoint Integration Console, which automates the process of integrating Costpoint reports, processes, and data with third-party applications via Web services.
Deltek Costpoint 7.1.1 Message Boards	This document describes how integration between Costpoint and MS Exchange can enable collaboration among Costpoint users as well as between Costpoint and non-Costpoint users. This capability also allows you to link e-mails with attachments directly to Costpoint documents and view them directly from Costpoint.
Deltek Costpoint 7.1.1 Monitoring Utility	This document describes how to use the Monitoring Utility to diagnose Costpoint configuration problems.
Deltek Costpoint 7.1.1 Performance Optimization	This document contains Costpoint performance tips and tricks, information on the configuration of the Deltek performance lab, as well as a list of optimized applications for the Oracle parallel SQL execution option.
Deltek Costpoint 7.1.1 Post Installation Hardening Guide	This document presents common principles and recommendations that administrators

Document Name	Description
	should consider for post-installation hardening of the Costpoint server environment.
Deltek Costpoint 7.1.1 Process Execution Modes	This document describes the many options for executing reports and processes in Costpoint, including using interactive and batch modes and job servers.
Deltek Costpoint 7.1.1 Security	This document describes user authentication and other security safeguards in Costpoint.
Deltek Costpoint 7.1.1 User Migration Utility	This document describes how to migrate users from earlier Costpoint versions to Costpoint 7.1.1.
Deltek Costpoint 7.1.1 Extensibility Designer Coding Guide	This document contains java coding information for Costpoint Extensibility developers.
Deltek Costpoint 7.1.1 Extensibility Designer Quick Start Guide	This document outlines the basic steps for creating and deploying extensibility.
Deltek Costpoint 7.1.1 Extensibility Designer Report Guide	This document describes how to extend a report.
Deltek Costpoint 7.1.1 Extensibility Designer User Guide	This document contains detailed instructions for using the Costpoint Extensibility Designer.
Deltek Costpoint 7.1.1 Screen Customization and Business Logic Extensibility	This document is an overview of Costpoint's screen customization and business logic extensibility features.
Deltek Costpoint 7.1.1 Continuous Delivery Model White Paper	This document contains details on Deltek's Costpoint Continuous Delivery Model.

Enhancements Related to the Initial Integration with Costpoint

When Budgeting & Planning was initially converted to Costpoint, the version 6.1 Organization, Project, and Administration context areas were integrated within existing Costpoint domains. For example, the Organization applications existed within the Accounting domain, and the Project applications existed within the Costpoint Projects Domain.

Note: As of August 2018, all the Budgeting & Planning applications were consolidated into a separate "Planning" domain. That enhancement is described in detail under Planning Domain Created on page 12 of this document.

The Costpoint interface was recently updated and the screenshots included in this document may not reflect the current application. Please refer to the Costpoint Release Notes for more information regarding this enhancement.

Note also that the GA release was also referred to as Cumulative Update 08.

Consolidation of 6.1 Context Areas within Costpoint

As part of the initial conversion to the Costpoint architecture and framework, the version 6.1 Cost Analysis, Budget Development, and Performance & Variance context areas consolidated. In version 6.1, the modules within these areas contained many of the same reports, but each report had to be run separately.

In version 7.0, this has all been streamlined. There is now one report screen instead of three, and the screen includes a new radio button, where you can select the type of data you want to view. For more information, see Combined Report Screens.

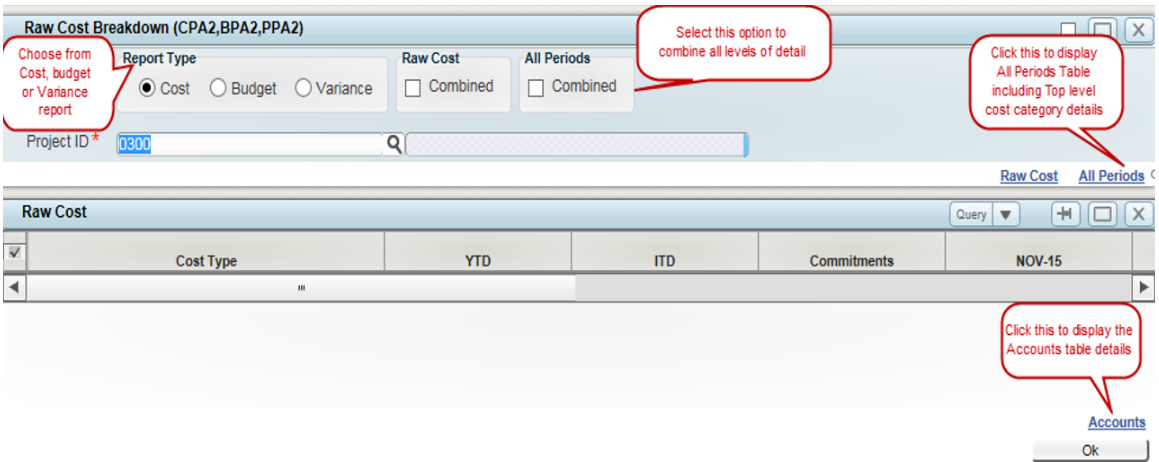
Additionally, where there was an option to run a report for all periods, that option has also been consolidated, so it too may be run from the primary screen.

Note: Due to this change, the Cost Analysis, Budget Development, and Performance & Variance context areas are obsolete in version 7.0. Instead, reports are now grouped directly on the menus according to type (for example, Profit and Loss, Level Down, and Active Level). Refer to the Menu Mapping documents for exact menu comparisons.

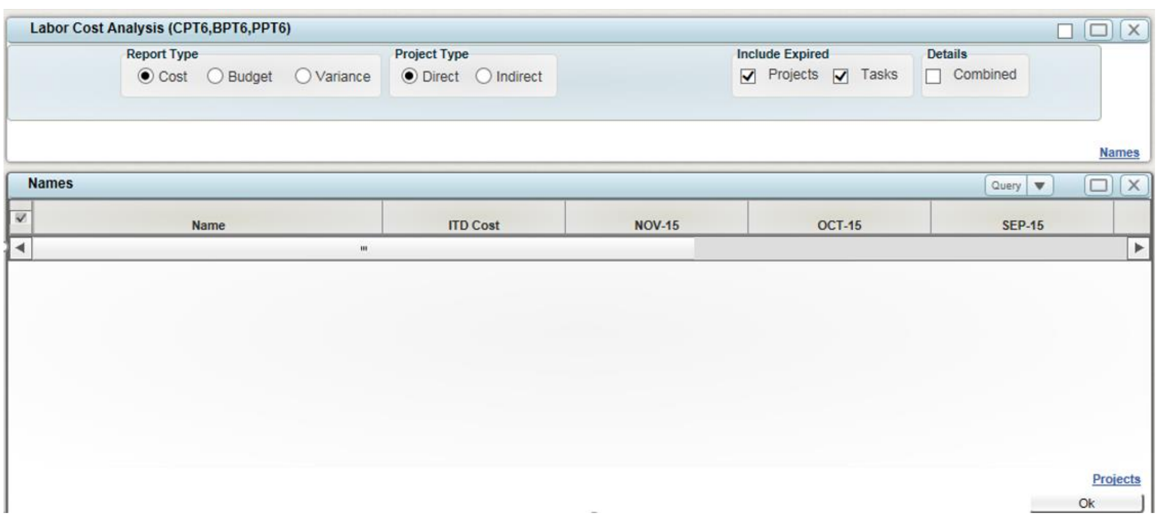
Combined Report Screens

Budgeting &Planning 7.0 now has combined report screens for enhanced user experience and ease of use. You now have the option to choose either a Cost, Budget, or Performance & Variance report and set it to combined or not.

The screen image below demonstrates how to select the type of report you want to run, and how to display lower-level report details using the subtask structure.



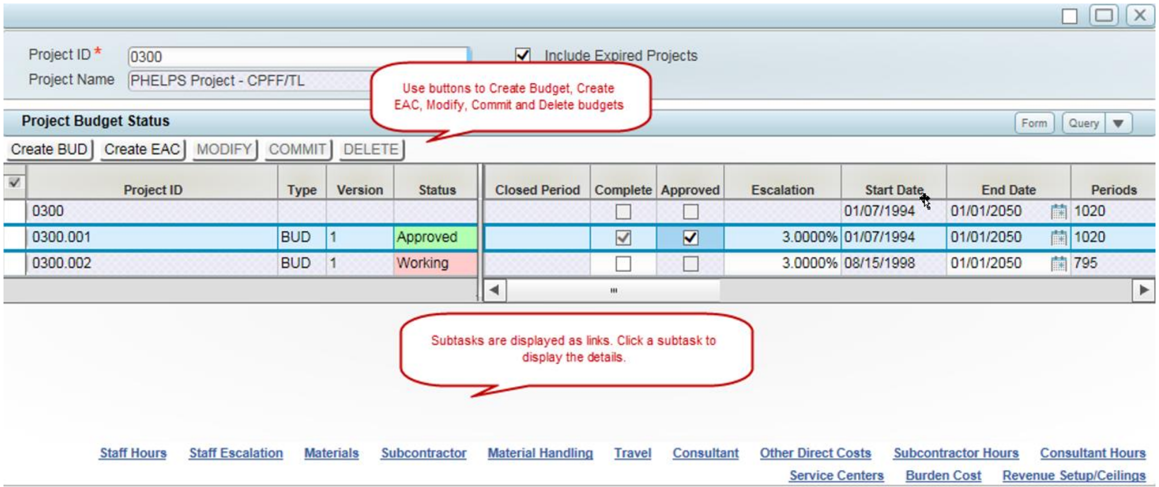
The following is a screen image of the Labor Cost Analysis report.



Project Budgeting

This section describes changes made to Project Budgeting.

To open the application, click **Planning » Project Budgeting » Budget/EAC Processing » Project Budgets/EACs**.



Summary of Changes from 6.1 to 7.0:

- Budgeting & Planning 7.0 now has **Create Bud**, **Create EAC**, **Modify**, **Commit** and **Delete** buttons.

  All Budget related functions are now completed from a single screen; all these were previously separate apps in 6.1:

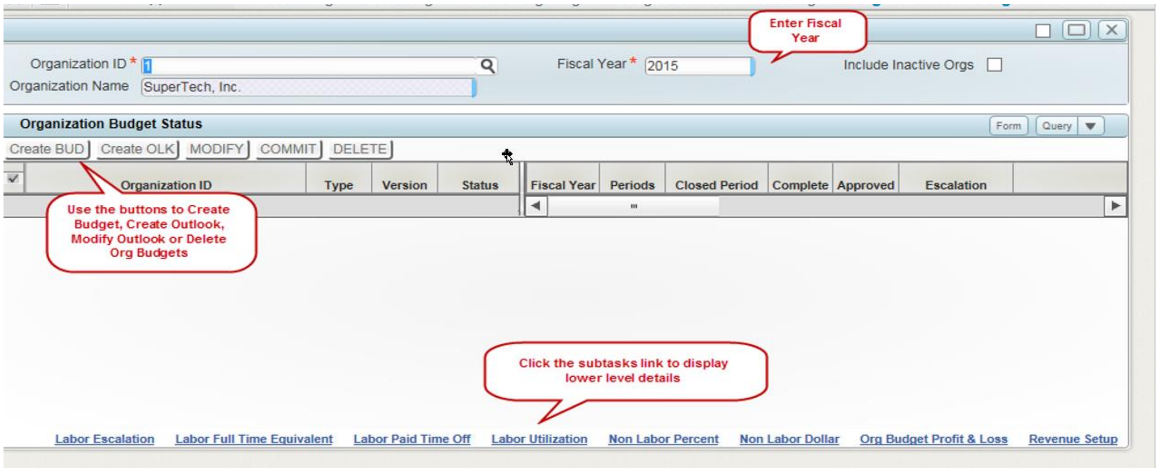
  - B.P.I.1 - Create/Modify Budget for Direct Project
  - B.P.I.2 - Audit/Modify All Direct Project Budgets
  - B.P.I.4 - Create/Modify EAC for Direct Project
  - B.P.I.5 - Audit/Modify All EACs for Direct Budgets

- Use the Project Budgeting screen to access the New Revenue setup in 7.0
  - To set up revenue, go to **Projects » BNP Project Budgeting » Budgeting/EAC Processing » Project Budgets/EACs »** click **Revenue Setup/Ceilings** subtask and select the **Revenue Setup** link.

Organization Budgeting

This section describes changes made to Organization Budgeting.

To display the screen, click **Planning » Organization Budgeting » Budget/Outlook Processing » Organization Budgets/Outlooks**.



Summary of Changes from 6.1 to 7.0:

- Budgeting&Planning 7.0 now has **Create Bud**, **Create OLK**, **Modify**, **Commit** and **Delete** buttons.
- All Org Budget/Outlook functions can now be completed from a single screen in 7.0 ; all of these were previously separate apps in 6.1:
  - B.O.I.1 - Create/Modify Budget for an Organization
  - B.O.I.2 - Audit/Maintain Organization Budgets
  - B.O.I.3 – Create/Modify Outlook for an Organization
  - B.O.I.4 – Audit/Maintain Organization Outlooks
  - A.O.S.1 Review Status of Org Budgets

Major Enhancements: Planning Domain and New Business Budgeting Module

This section contains descriptions of major enhancements that included structural changes, such as the creation of separate domain to house all applications related to Costpoint Planning and the redesign of the Proposal module to New Business Budgeting.

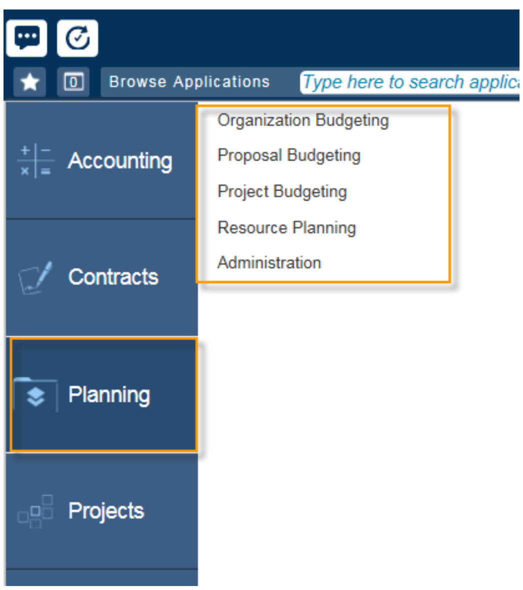
Planning Domain Created

Released August 2019

A Planning Domain was added to Costpoint so that all the Budgeting & Planning applications can be housed in the same location. Previously, Budgeting & Planning applications were contained within three separate Costpoint domains (Accounting, Projects, and Administration).

Note: This enhancement includes changes to security that will affect the ability of users to access certain applications. See "Security Changes Required for New Modules" below for related information.

A Proposal Budgeting module was also added, which contains certain applications that were previously located within Project Budgeting. Additionally, planning-specific applications were relocated to a new Resource Planning module.



The new domain and restructured menu help accommodate the many users who only need access to the planning capabilities of Budgeting & Planning.

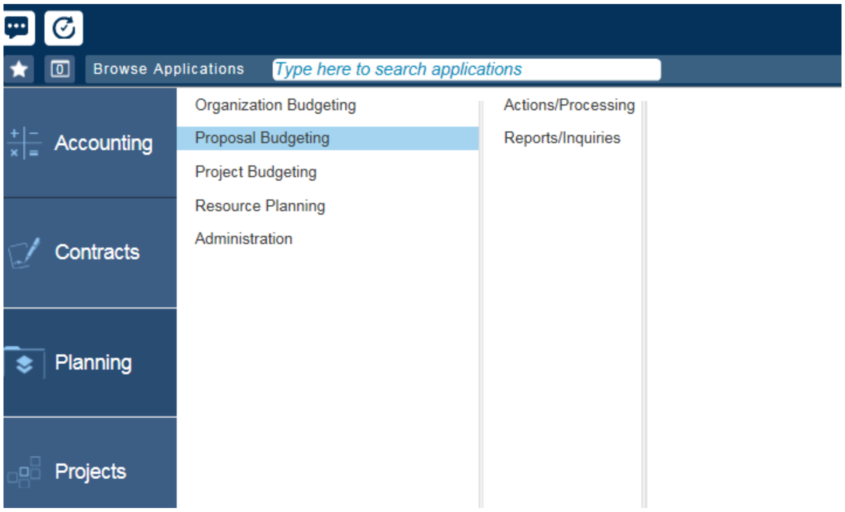
Note: Additionally, a quick reference to where specific applications are located within Costpoint Planning, refer to the following documents:

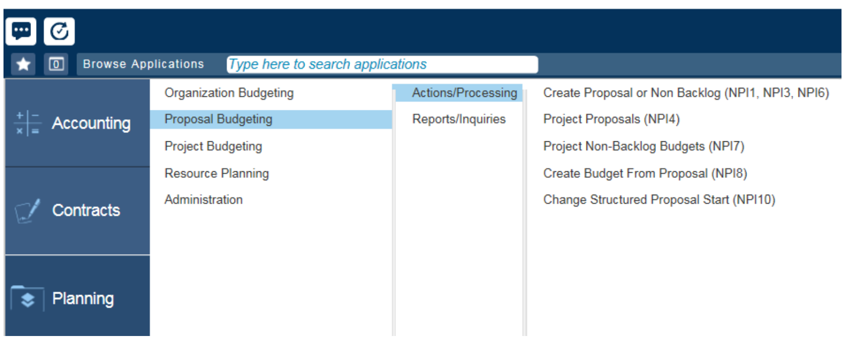
- DeltekBudgetingandPlanning70MenuMapping70to61
- DeltekBudgetingandPlanning70MenuMapping61to70

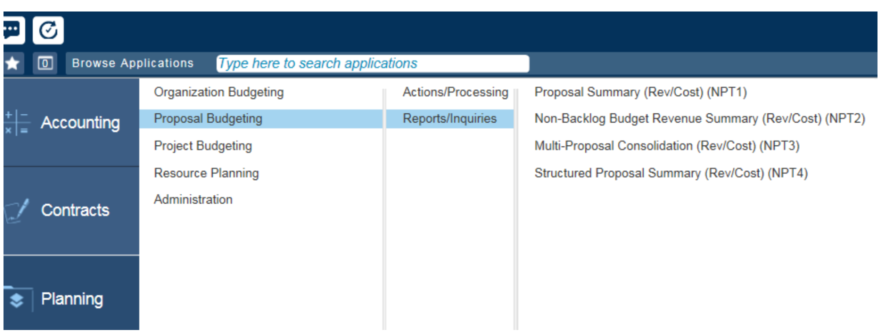
Proposal Budgeting Module

Proposal Budgeting is now a separate module.

This module contains the Actions/Processing and the Reports/Inquiries applications.

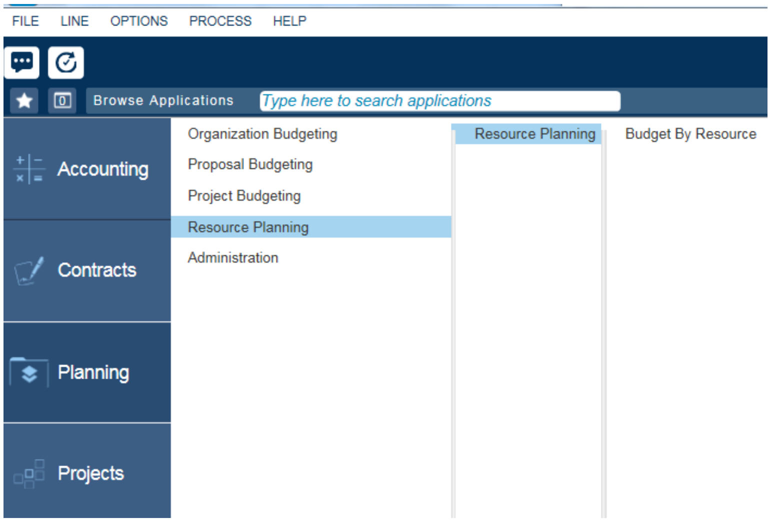






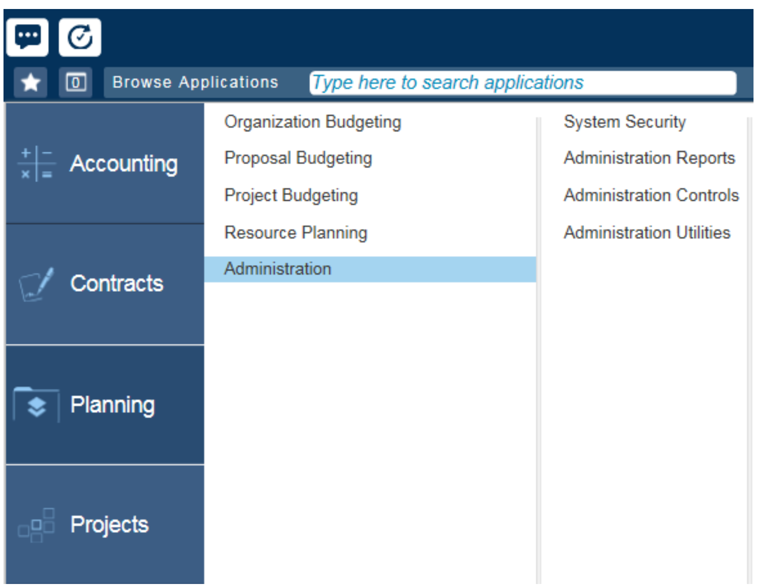
New Resource Planning Module

A new module called **Resource Planning** was also created. This module contains the **Budget By Resource** application**.** This module contains the Budget By Resource application, which was initially released in March 2018 under Projects. See "Resource Planning" for additional information about this application.



Administration Module Changes

Budgeting Administration module was changed to **Administration** and the File Management module was removed. File Management is now part of the Costpoint Administration Domain.



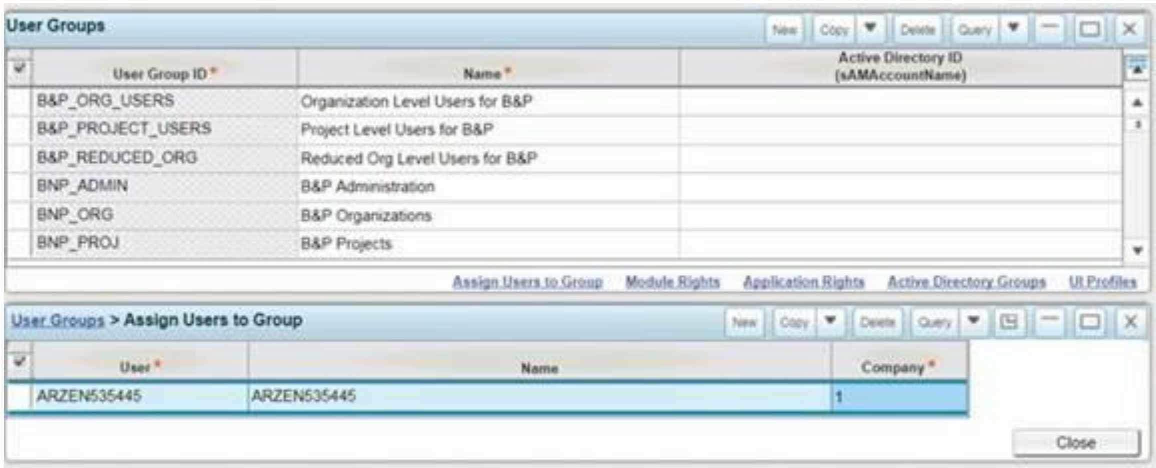
Security Changes Required for New Modules

The CP administrator needs to assign the Proposal Budgeting and Resource Planning modules to the User Groups affected otherwise they will have no access to the new modules until new security is added.

To set User Groups, complete the following steps:

1. Click **Administration » Security » System Security » Manage User Groups**.
2. Select **Assign Users to Group** subtask

3. Select **Module Rights** subtask



- **Module Rights —** Use this subtask to assign Read-Only, Full, or Deny rights in one or more Costpoint modules to a user group by company.

For a complete listing of the new menu structure, see DeltekBudgetingandPlanning700MenuMapping70to61.pdf

Requirements

The enhancement requires

cp711_bnp_common_011.zip

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

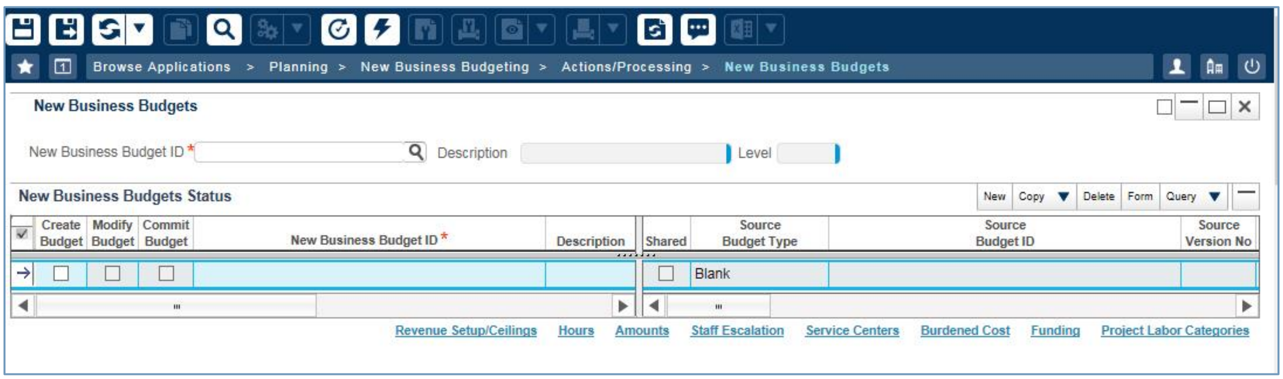
Domain	Module » Application Group	Application ID	Application Name	Application File
Planning	**Resource Planning » Resource Planning**	BNP_BGMBPIR	Budget by Resource	cp711_bp_bnp_bgmbpir_006.zip
Planning	**Proposal Budgeting » Actions Processing**	BNP_NBMNPI4	Project Proposals (NPI4)	cp711_bp_bnp_nbmnpi4_007.zip

New Business Budgeting Replaces Proposal Budgeting

Released April 2019

The Proposal Budgeting module was redesigned and replaced with a new module named New Business Budgeting.

As part of the redesign, the applications that were used to create proposal and non-backlog budgets were merged into a single new application, which is opened by clicking **Planning » New Business Budgeting » Actions/Processing » New Business Budgets**.



Because the New Business Budgets application incorporates the full range of functionality previously offered from several separate screens, the following applications no longer exist:

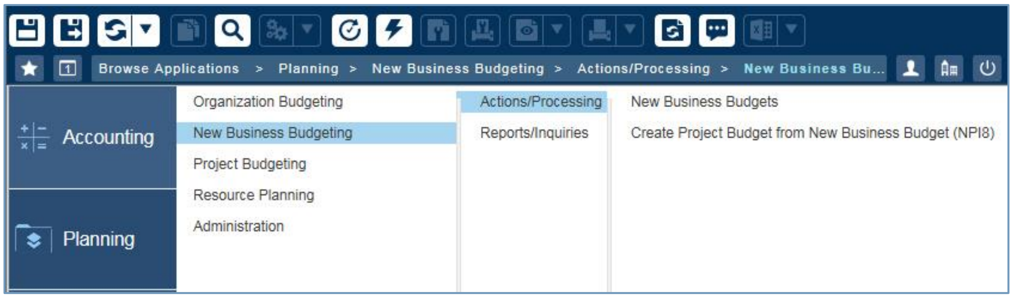
- Create Proposal or Non Backlog (NPI1, NPI3, NPI6)
- Project Proposals (NPI4)
- Project Non-Backlog Budgets (NPI7)
- Change Structured Proposal Start Date NPI10

Updated Menu Structure and Labeling

Instances of “Non-Backlog” and “Proposal,” either in the menu structure or in field labels, have been replaced with “New Business Budget.” For example, the Create Budget from Proposal (NPI8) application, which remains within the new module, was renamed to Create Project Budget from New Business Budget (NPI8).

Where the Help topics may have previously made generic references to “proposals,” “proposal budgets,” or “non-backlog budgets,” all equivalent instances now and in future releases will be referred to as “new business budgets.”

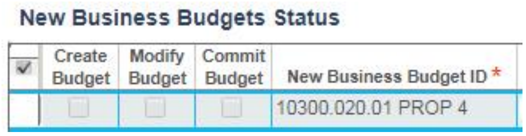
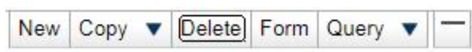
The revised menu includes New Business Budgets and Create Project Budget from New Business Budget (NPI8):



Overview: New Functionality and Other Changes

The table below provides an overview of key improvements and other functionality changes. Where applicable, refer to other topics within this document for additional information or detailed instructions.

Feature or Change	Description
Work Breakdown Structure Requirement	Previously you could enter budget details only at the contract level. You can now enter the entire budget structure and choose the level at which you want to budget. See the "Create the Work Breakdown Structure for a New Business Budget" procedure later in this document.
Create any budget type from scratch	All budgets for new business can now be created from scratch. Previously, you could create proposals from scratch, but non-backlog budgets could be created only from a proposal or another non-backlog project budget. When you create a budget, you will be able to choose from the following Work Type designations: ▪ Add On –Previously applied to non-backlog budgets. ▪ New Work – Previously applied to describe non-backlog budgets. ▪ Proposal – Previously applied to describe proposal budgets. In future releases, other designations will be added as well as the ability to create user-defined labels. Regardless of which Work Type you select, you have the option to create a budget from scratch by selecting "Blank" from the **Source Budget Type** drop-down list. See the "Create a New Business Budget" procedure later in this document.
Create, Modify, Commit, and Delete Functionality	Previously, you created proposal and non-backlog budgets from the Create Proposal or Non Backlog (NPI1, NPI3, NPI6) screen, and then entered or modified the budget details from either:

Feature or Change	Description
	▪ Project Proposals (NPI4) ▪ Project Non-Backlog Budgets (NPI7) You can now perform all functions related to budgeting from the New Business Budgets screen. As part of this update, the Create, Modify, and Commit buttons were converted to check boxes.  After you select the check box, click . You will no longer receive a message indicating that the requested change is being processed. This change is similar to standard functionality in other Costpoint screens. To delete, you will use the standard Delete button that displays on all Costpoint tables.  Select the row you want to delete, click Delete, and then click . **Note**: When deleting levels of the WBS or budgets, you must always delete the lowest level first, or if you are deleting multiple rows, the lowest level must be included.
Conversion of earlier non-backlog and proposal budgets	Your existing non-backlog and proposal budgets were merged into New Business Budgets. They can be used as a source for any new business budget that you create. See "[Using Migrated Backlog and Proposal Budgets]" later in this document for more information.
Consolidation of Budget Sheets	To improve the budget entry process, multiple subtasks were consolidated within two new subtasks: Hours and Amounts.  See "[Budget Subtask Consolidation]" later in this document for details.
New Business Budgets added to Budget by Resource	In **Planning » Resource Planning » Budget by Resource** the following changes were made to fields in the Add/Edit/Delete Assignments Subtask: **Type** – References to Proposal and Non-Backlog were updated to "NB" **Source** - References to Proposal and Non-Backlog were updated to "NB (New Business)"

Create the Work Breakdown Structure for a New Business Budget

Before you can create the budget and enter budget details, you must first create the work breakdown structure (WBS). You will create the WBS in the New Business Budgets Status table of the New Business Budgeting screen.

Each level of the work breakdown structure (WBS) is represented by a separate segment of the New Business Budget ID, and each segment is separated by a period (.).

The first segment (parent segment) must conform to the five character length established for all Costpoint projects. 2nd level segment and down do not need to conform to the Project Settings, but have to be the same length within the same New Business Budget (NBB).

> **Note:** Segment lengths are configured in Costpoint from **Projects » Project Setup » Project Setup Controls » Configure Project Settings » Project Segment Lengths**.

When creating the WBS, you will create a row for each segment of the ID. For example, if you plan to budget at the lowest level, and the project is configured for up to three levels, you will create a total of three rows in the table.

To set up the work breakdown structure for the new business budget:

1. Click **Planning » New Business Budgeting » Actions/Processing » New Business Budgets**.
2. In the **New Business Budget ID** field, clear any previous value from the field and enter the ID for the parent segment.
3. Click to clear any remaining values from a previously displayed budget and to ensure that the ID does not already exist.
4. In New Business Budgets Status table, click New to create the first row.

   The ID you entered automatically displays in the **New Business Budget ID** field of the table. This is the top level of the work breakdown structure.
5. In the newly created row, enter or select values in the following required fields: Start Date, End Date, Org ID, and Account Group. You can optionally enter values in Description, Probability, Escalation, and Note.

   Other fields in the row are inactive until the budget is created.
6. Click .

   With the first level of the WBS established, you can add more levels or create the budget at this level.
7. To add another level to the work breakdown structure, do one of the following:
   - Click New in the New Business Budgets Status table to add a new blank row.
   - Select the first row and click Copy to add a row that contains all the same information.
8. In **New Business Budget ID**, enter the ID for this level (segment) of the WBS, or if you copied the previous row, modify the value.

   Each segment of the ID must conform to the established length for that level and must be separated from the previous level with a period (.), for example: 10001.1111.

9. Enter or select values in the required fields or modify the existing values if you copied the previous row.
10. Click .
11. Decide the following:
    - Budget at this level of the work breakdown structure. See “Create a New Business Budget” below for instructions.
    - Add more levels to the work breakdown structure. Repeat steps 7-8 for each level you want to add.

> **Note:** If you need to delete a level from the work breakdown structure, you are required to delete the lowest level first. You can delete multiple levels at the same time, provided the lowest level is included.

Create a New Business Budget

After the WBS is established, you are ready to create the budget.

To create a new business budget:

1. To display the New Business Budgets application, click **Planning » New Business Budgeting » Actions/Processing » New Business Budgets**.
2. In the **New Business Budget ID** field, enter the parent budget ID or click to select it, if the ID is not already displayed.
3. Click on the toolbar.

   The WBS of the budget displays in the New Business Budgets Status table. The Level column indicates the WBS hierarchy. For example, if you created a WBS with three levels, there will be a row for each level, numbered 1, 2, and 3.

   Important: You can only budget at one level of the WBS.
4. In the New Business Budgets Status table, identify the row (WBS level) where you want to enter budget details and select the **Create Budget** check box in that row.
5. In **Description**, if you did not enter a description when you created the WBS, enter a value that describes this level of the budget. This field is optional.
6. Click **Shared** to share the budget. This is optional.
7. In **Work Type**, select a work type for the budget. Choose from options such as Add On, New Work, or Proposal. This field is required.
8. In **Source Budget Type**, select the source you want to use to create the new business budget. This field is required. Options include the following:
    - **Blank** - Select this option to create it from scratch. If you select this option, there are no other required fields to complete in the New Business Budget Status table, and you can begin entering budget details by selecting any of the subtasks.
    - **Project Budget** - Select this option to create it from a project budget.
    - **Project EAC** - Select this option to create it from a project EAC.
    - **New Business** - Select this option to create it from another new business budget.

9. In **Source Budget ID**, select the ID number of the source budget. This is required field, unless you selected Blank as the Source Budget Type.

   After you select the ID, the following fields populate automatically based on the selected source:

   - Source Version Number
   - Source Work Type fields
   - Start Date
   - End Date
   - Periods
   - Weeks
   - Escalation
   - Org ID
   - Account Group

10. Click .

    With all the required fields completed in the New Business Budgets Status table, you can now enter or modify budget details using any of the subtasks. See "Consolidation of Labor Subtasks" below for new changes to labor-related budgets sheets.

Using Migrated Non-Backlog and Proposal Budgets

Your previously existing non-backlog and proposal budgets were migrated to New Business Budgets. They are available for use as a source budget, when you create a new business budget.

To use a migrated budget as the source for a new business budget:

1. Click **Planning » New Business Budgeting » Actions/Processing » New Business Budgets**.
2. Follow all the steps described for creating the WBS.

   See "Create the Work Breakdown Structure for a New Business Budget" earlier in this document for instructions.
3. In the New Business Budgets Status table, identify the row (WBS level) where you want to enter budget details and select the **Create Budget** check box in that row.
4. In **Description**, if you did not enter a description when you created the WBS, enter a value that describes this level of the budget. This field is optional.
5. In **Work Type**, select a work type for the budget. Choose from options such as Add On, New Work, or Proposal. This field is required.
6. Click **Shared** to share the budget. This is optional.

   When you select the source for this budget, the field will be updated based on the setting in the migrated proposal or non-backlog.
7. In **Source Budget Type**, select **New Business.**
8. In **Source Budget ID**, click to select the migrated non-backlog or proposal budget that you want to use as the source for the new business budget.
9. Click .

Values in the table are updated based on the source you selected.

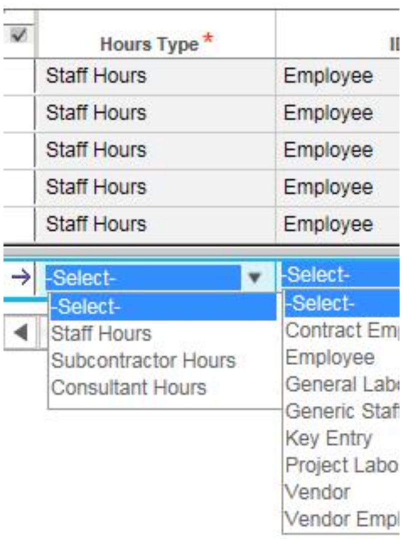
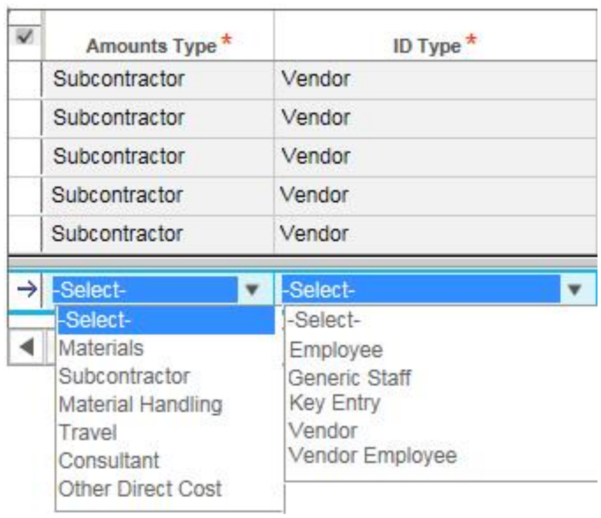
With all the required fields completed in the New Business Budgets Status table, you can now enter or modify budget details using any of the subtasks.

Budget Subtask Consolidation

To simplify the budget data entry process, multiple budget subtasks were consolidated into two new subtasks: Hours and Amounts.

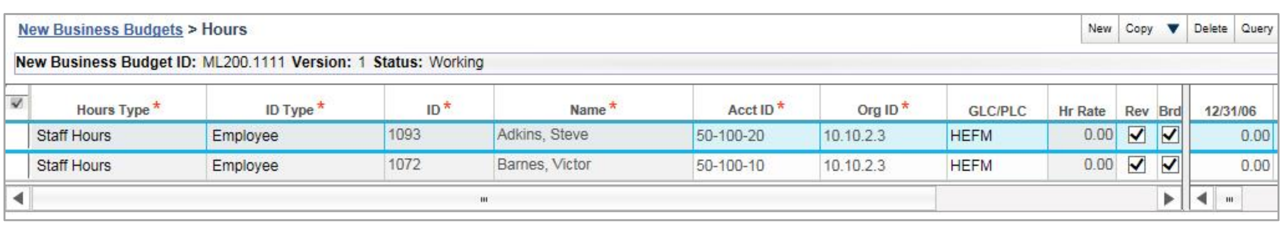
The Hours and Amounts subtasks include a new column, where the former subtasks now display as list values. A second column, also new, displays related values.

In the first column of either subtask, you select the general type of hours or amounts you want to budget, and then in the ID Type column, you select the specific type. For example:

Hours Subtask Table	Amounts Subtask Table
	

For your reference, the screen images above display all the ID Type values. However, after you select a value from Hours Type or Amounts Type, the ID Type list updates accordingly. For example, if you choose Materials from Amounts Type, the ID Type list only includes Key Entry and Vendor.

Lookup values for all other columns in the table (for example, Name, Acct ID, Org ID) also filter based on the values you selected in the first two columns.



Hours Type *	ID Type *	ID *	Name *	Acct ID *	Org ID *	GLC/PLC	Hr Rate	Rev	Brd	12/31/06
Staff Hours	Employee	1093	Adkins, Steve	50-100-20	10.10.2.3	HEFM	0.00	☑	☑	0.00
Staff Hours	Employee	1072	Barnes, Victor	50-100-10	10.10.2.3	HEFM	0.00	☑	☑	0.00

For additional updates made to New Business Budgeting following the initial release, see Other New Business Budgeting Enhancements on page 26.

Requirements

cp711_bnp_common_018.zip

cp711_bp_patch1319_001.zip

cp711_bp_patch1335_001.zip

cp711_bp_patch1336_001.zip

cp711_bp_patch1337_001.zip

cp711_bp_patch1338_001.zip

Enhancements (August 2018 – Present)

This section describes features applied since August 2018, after Budgeting & Planning was converted to the Planning domain. The organization of this section reflects the structure of the new domain. To learn more about the Planning domain release, see Planning Domain Created above.

For features applied to Budgeting & Planning prior to August 2018, see Enhancements (Through July 2018) later this document.

New Business Budgeting

For more information about the release of the New Business Budgeting module, see New Business Budgeting Replaces Proposal Budgeting on page 16 of this document.

Import New Business Budgets from Excel Added to New Business Budgeting

Released June 2019

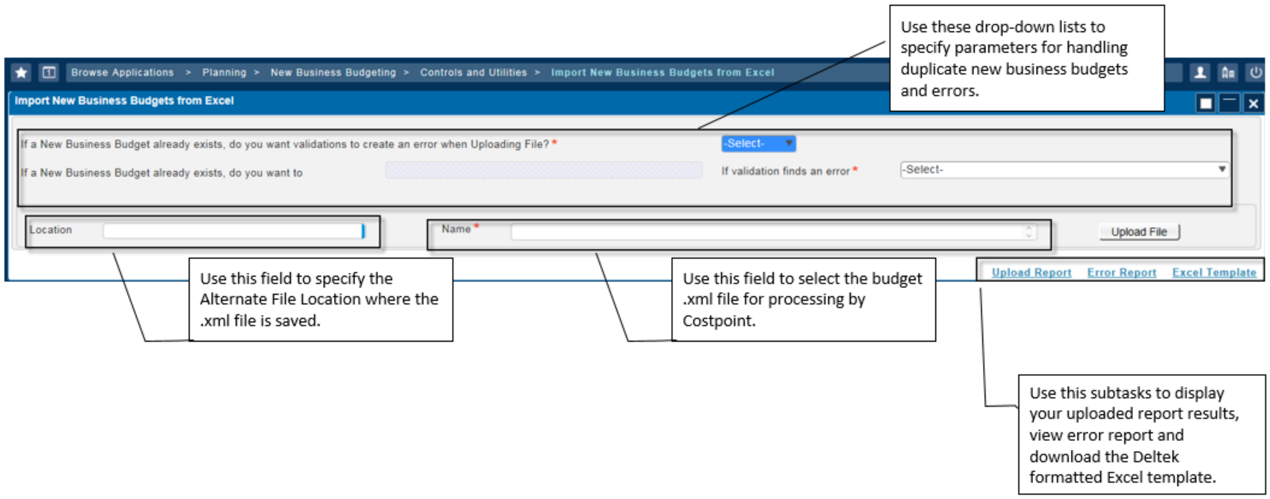
A new **Planning » New Business Budgeting » Controls and Utilities » Import New Business Budgets from Excel** application was added that enables you to import multiple new business budgets from Excel and then upload them to the New Business Budgets application.

> **Note:** There is a prerequisite for the New Business Budget work breakdown structure (WBS) to already exist before budget data can be uploaded. The user should create the WBS ahead using the New Business Budgeting application before importing the budgets from excel. The import process will not create the WBS.
>
> For more information, click **Help** from the New Business Budget screen in Costpoint Planning and see the ***Set Up the Work Breakdown Structure*** help topic.

From Import New Business Budgets from Excel application, you can do the following:

- Download the pre-formatted Excel template.
- Upload data from Excel to Costpoint Planning.
- Select error reporting and duplication parameters, and after the upload is finished, review the results in the Upload Report subtask prior to uploading the data to the New Business Budgets application.
- Review errors using the Error Report subtask.
- Commit multiple new business budgets simultaneously to Costpoint Planning.

For example,



Note that this application is functionally similar to the existing **Project Budgeting » Controls and Utilities » Import Budget/EACs from Excel** utility, which was released in 2018. If you have used that screen to import Project budgets/EACs, you will find that the process for importing new business budgets is the same except for the following differences:

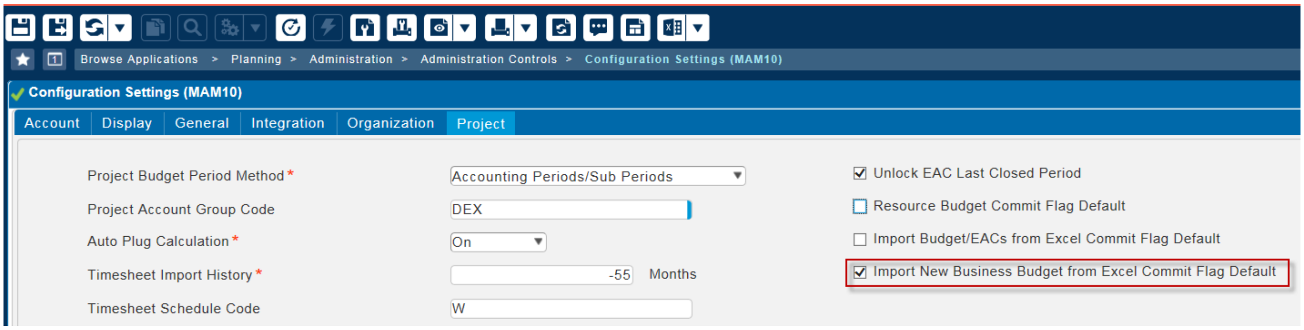
- You need to create a work breakdown structures (WBS) for any budgets/EACs you plan to import. If you are not familiar with creating the WBS, see online Help for **Planning » New Business Budgeting » Actions/Processing » New Business Budgets**.
- Field names reflect New Busiess Budgeting.
- Column Name was changed to Budget ID.
- When **If a New Business Budget already exists, do you want validations to create an error when Uploading File?** is selected as **No**, the options under **If a New Business Budget already exists, do you want to** are as follows:
  - **Overwrite complete Budget —**the budget for the entire period of performance, including past, current and future periods, will be overwritten by the .xml uploaded file.
  - **Overwrite budgeted periods in Template only —**the existing budgeted periods will be overwritten by the budgeted periods on the template. Periods without budgeted amounts on the template will not overwrite any existing budgets in those periods.

Note: For additional information on using this application, click **Help** from **Planning » New Business Budgeting » Controls and Utilities » Import New Business Budgets from Excel**.

Import New Business Budgets Configuration Update

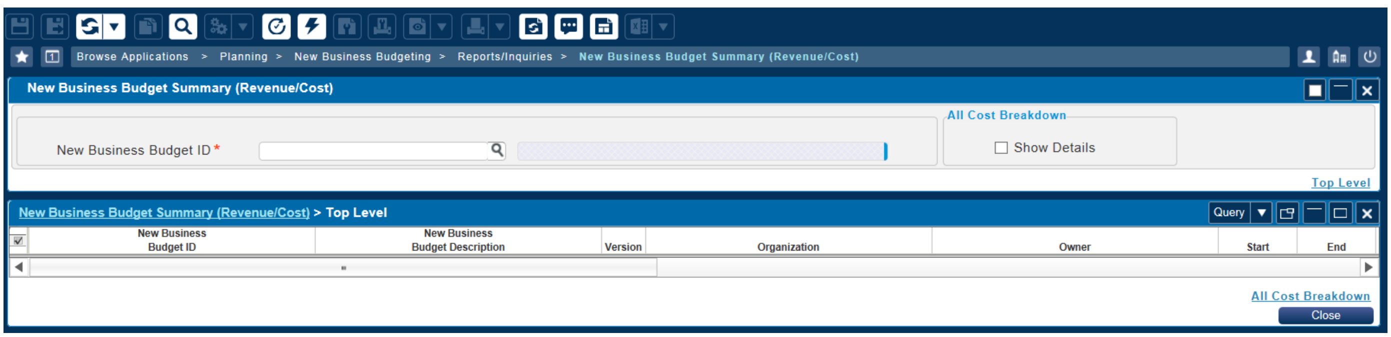
An **Import New Business Budgets from Excel Commit Flag Default** check box was added to **Planning » Administration » Administration Controls » Configuration Settings (MAM10) » Project tab**.

When you select this option, the **Commit** check box on the Upload Report subtask of the Import New Business Budgets from Excel application is selected by default, but the user can change the status.



Report Consolidation

Within **New Business Budgeting » Reports/Inquiries**, the Proposal Summary NPT1 report and Non-Backlog Budget Revenue Summary NPT2 reports were consolidated into a new, single report called New Business Budget Summary (Revenue/Cost).



Use this new report to select a top level New Business Budget ID and to view a summary of revenue, profit, and cost categories for the budget hierarchy. Click the **All Cost Breakdown** subtask to drill-down into the details of revenue, cost categories and burdens over the budget period of performance.

For more information, click **Help** from the New Business Budget Summary (Revenue/Cost) screen in Costpoint Planning.

Requirements

cp711_bnp_common_020.zip

The following table shows the required file for the screen affected by this update:

Module » Application Group	Application ID	Application Name	Required File
Administration » Administration Controls	BNP_BAMMAM10	Configuration Settings (MAM10)	cp711_bp_bnp_bammam10_014.zip cp711_bp_patch1344_001.zip
New Business Budgeting » Control and Utilities	BNP_NBPNBUE	Import New Business Budgets From Excel	cp711_bp_bnp_nbpnbue_001.zip

Module » Application Group	Application ID	Application Name	Required File
New Business Budgeting » Reports/Inquiries	BNP_NBQNBBS	New Business Budget Summary (Revenue/Cost)	cp711_bp_bnp_nbqnbbs_001.zip

Other New Business Budgeting Enhancements

Released July 2019

This section describes additional enhancements applied to the New Business Budgeting module, including the following:

- Employee Schedule Subtask
- Multi-New Business Budget Consolidation (Rev/Cost)
- Structured New Business Summary (Rev/Cost)

Employee Schedule Subtask

New Business Budgeting was updated to include the Employee Schedule subtask, which Project Budget Analysts can use to view all the projects to which an employee is currently budgeted, including total scheduled hours and total remaining hours.

To display the employee schedule subtask, go to **Planning » New Business Budgeting » Actions/Processing » New Business Budgets » Hours** subtask

Note that for subcontractor hours and consulting hours only total available hours by period are displayed without the deduction of scheduled hours.

Multi-New Business Budget Consolidation (Rev/Cost)

Multi-Proposal Consolidation (Rev/Cost) (NPT3) was renamed to Multi-New Business Budget Consolidation (Rev/Cost), and it was also updated with additional functionality.

Use this application to specify individual new business budgets to be reported as part of a consolidation project revenue and/or cost report. The report runs a consolidated single report based on the new business budgets that you have selected.

Grouping Description

You can now name the group of New Business Budgets that you have selected and save it for future use.

Enter the group description in the **Grouping Description** field and click **Save Group** to save the group description for future lookup to review the same grouping.

When you return to this application, you can search the group name and select the group. To check, use the lookup in the Grouping Description field to find the Group and click **Select Group** to populate the result set. The result set will display all New Business Budgets but those in the group will be highlighted by row. Additional new business budgets can be selected and added to the Group when you click **Save Group**.

Click **Delete Group** to remove the group from the Grouping Description selection.

All Cost Breakdown Subtask

After you have selected your budgets, click the **All Cost Breakdown** subtask to review the summarized cost categories. You can drill down to find the GL accounts and which New Business Budget the data is coming from. All periods in the budgeted start and end dates are also displayed.

To access the Multi-New Business Budget Consolidation (Rev/Cost) application, go to **Planning » New Business Budgeting » Reports/Inquiries » Multi-New Business Budget Consolidation (Rev/Cost).**

Structured New Business Summary (Rev/Cost)

Structured Proposal Summary (Rev/Cost) NPT4 was renamed to Structured New Business Summary (Rev/Cost), and it was also updated with additional functionality.

Use this application to run a report that displays cost or revenue amounts on individual New Business Budgets within a selected period of performance. All completed budgets regardless of work type whether Proposal, Work Type, or Add On are displayed. Hours and Amounts in the New Business Budgets display in the Structured New Business Budget Summary as amounts.

All Cost Breakdown Subtask

Use the All Cost Breakdown subtask to view summary rows by cost category, description, and total budget with the ability to drill down to the G/L Account and resource.

To access the Structured New Business Summary (Rev/Cost) application, go to **Planning » New Business Budgeting » Reports/Inquiries » Structured New Business Summary (Rev/Cost).**

Requirements:

cp711_bnp_common_022.zip

Project Budgeting

Budget Labor Hours by GLC or PLC

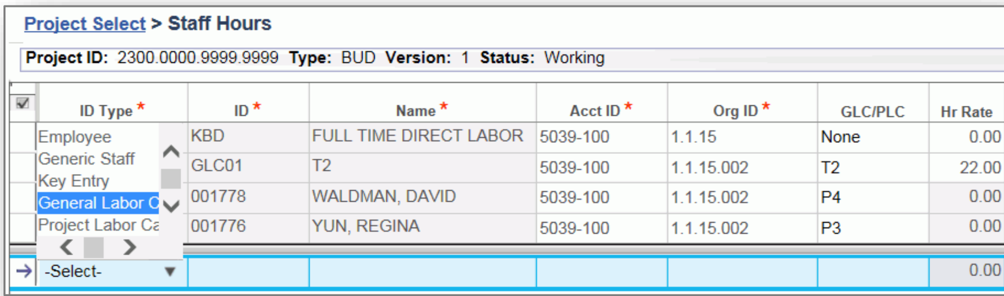
Released August 2018

Labor budgeting was enhanced to allow budgeting by labor category, either GLC (General Labor Category) or PLC (Project Labor Category), without the need to specify a resource.

This update was applied to the following applications within the Planning Domain:

- **Project Budgeting » Budget/EAC Processing » Project Budget/EACs**
- **Proposal Budgeting » Actions/Processing » Project Proposals (NPI4)**
- **Proposal Budgeting » Actions/Processing » Project Non-Backlog Budgets (NPI7)**

When budgeting labor in the Staff Hours, Subcontractor Hours, or Consultant Hours subtasks in any of the above applications, you can assign hours directly to a labor category by selecting either GLC or PLC from the **ID Type** drop-down list.

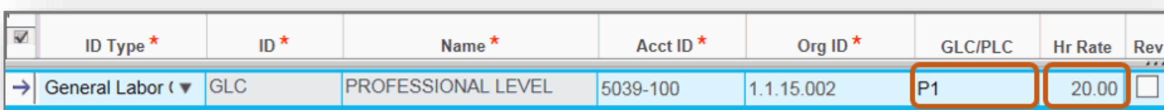


Project Select > Staff Hours

Project ID: 2300.0000.9999.9999 Type: BUD Version: 1 Status: Working

ID Type *	ID *	Name *	Acct ID *	Org ID *	GLC/PLC	Hr Rate
Employee	KBD	FULL TIME DIRECT LABOR	5039-100	1.1.15	None	0.00
Generic Staff	GLC01	T2	5039-100	1.1.15.002	T2	22.00
Key Entry	001778	WALDMAN, DAVID	5039-100	1.1.15.002	P4	0.00
General Labor C	001776	YUN, REGINA	5039-100	1.1.15.002	P3	0.00
Project Labor Ca						
-Select-						0.00

The **PLC** column within these subtasks was renamed to **GLC/PLC**. The codes available for selection are determined by the **ID Type** selected. After you select the code, you can modify the **Hr Rate** field as needed. The amount in the **Hr Rate** field is the cost associated with the GLC/PLC.



ID Type *	ID *	Name *	Acct ID *	Org ID *	GLC/PLC	Hr Rate	Rev
General Labor (	GLC	PROFESSIONAL LEVEL	5039-100	1.1.15.002	P1	20.00	

Note that if the **Hr Rate** field defaults to zero and you do not enter a rate, revenue will not be offset by labor costs.

Prior to this enhancement, the cost (Hr Rate) of the resource (for example, employee, subcontractor, or consultant) was already established, so revenue was automatically offset by cost within the budget.

To help you manage GLC and PLC rates, two new applications have also been added to Budgeting & Planning.

Manage Cost Rates

Released August 2018

To establish PLC and GLC rates outside of the budgeting application, use the following screens:

- **Planning » Project Budgeting » Controls and Utilities » Manage Average Cost GLC Rates**
- **Planning » Project Budgeting » Controls and Utilities » Manage Average Cost PLC Rates**

Note that these are existing Costpoint screens (**Projects » Advanced Project Budget Controls**) which were added to the Budgeting & Planning menu structure, so though technically not new, they are new within Budgeting & Planning.

These "new" screens are used to add or edit cost rates for an existing GLC or PLC. When that GLC or PLC is selected in a budgeting application, the rate automatically populates the **HR Rate** field. However, since that field remains editable, the rate can still be modified from within the budgeting application.

To learn more about these screens, see the following in the online Help:

- Manage Average Cost GLC Rates

- Manage Average Cost PLC Rates

Project Labor Category Subtask Updates

Released August 2018

Other changes related to this feature were applied to the Project Labor Categories subtask, including the following:

- To improve usability, the subtask link now displays directly on the Project Budgets/EACs screen. It was previously located on the Revenue Setup/Ceilings subtask.
- Column labels were updated as follows:

  Link to Accounting System PLC label was changed to **Link to Project PLC**.

  Accounting PLC was changed to **Project PLC**.

  Accounting PLC Description was changed **Project PLC Description**.

Labor Report Updates

Released August 2018

Project Budgeting reports are currently in the process of being updated to include labor hours budgeted by GLC or PLC. For this current release, the Revenue Analysis (BPA17) report was updated. Additional reports will be updated in future releases.

Requirements

cp711_bnp_common_011.zip

Released October 2018

Labor reporting within Budgeting & Planning is being updated to include hours that were budgeted by labor category (GLC or PLC) only, that is, without an identified resource, within any of the following applications.

- Project Budgeting » Budget/EAC Processing » Project Budget/EACs
- Proposal Budgeting » Actions/Processing » Project Proposals (NPI4)
- Proposal Budgeting » Actions/Processing » Project Non-Backlog Budgets (NPI7)

When budgeting labor in the Staff Hours, Subcontractor Hours, or Consultant Hours subtasks in any of the above applications, hours assigned according to GLC or PLC will be reflected in certain associated reports.

For this release, the following reports were updated to include labor hours budgeted by GLC or PLC.

- Multi-Proposal Consolidation (Rev/Cost) (NPT3)
- Non-Backlog Budget Revenue Summary (Rev/Cost) (NPT2)
- Proposal Summary (Rev/Cost) (NPT1)
- Project Labor Analysis (SPA6)
- Project Status (SPA5)
- Project Budgets/EACs Status (APS1,APS3)
- Level Down Projects Future Revenue (BPL3)
- Revenue Breakdown (BPA15)

- T&M Budget Review (BPA13)

For more information on how to budget labor by GLC or PLC, see "DeltekBudgetingandPlanning700ReleaseNotesBudgetLaborByGLC-PLC.pdf."

Project Budget Security Applied to Import of Budgets/EACs

Released October 2018

Back-end changes related to Project Budget Security have been applied to the following applications:

- Import Budget/EAC from Scheduling App (BPU1, BPU3, BPU5, NPU1)
- Import Budget/EACs from Excel

These changes are automatically applied to these applications if **Project Security to be based on** is selected as **Project Budget Security** on the Project tab of **Planning » Administration » Administration Controls » Configuration Settings (MAM10)**.

When Project Budget Security is applied in these applications, uploaded projects are validated based on user rights. If the user does not have rights to a project, the project is not uploaded and the error is flagged.

To learn more about Project Budget Security, see "DeltekBudgetingandPlanning700ReleaseNotesMaintainProjectBudgetSecurityApplication.pdf"

Requirements

The following table shows the required file for the screen affected by this update:

Domain » Module » Application Group	Application ID	Application Name	Required File
Planning » Project Budgeting » Control and Utilities	BNP_BGMBPUX	Import Budget/EAC From Scheduling App (BPU1,BPU3,BPU5, NPU1)	cp711_bnp_common_013.zip
Planning » Project Budgeting » Control and Utilities	BNP_BGPBPUE	Import Budget/EACs from Excel	cp711_bnp_common_013.zip cp711_bp_bnp_bgpbpue_005.zip

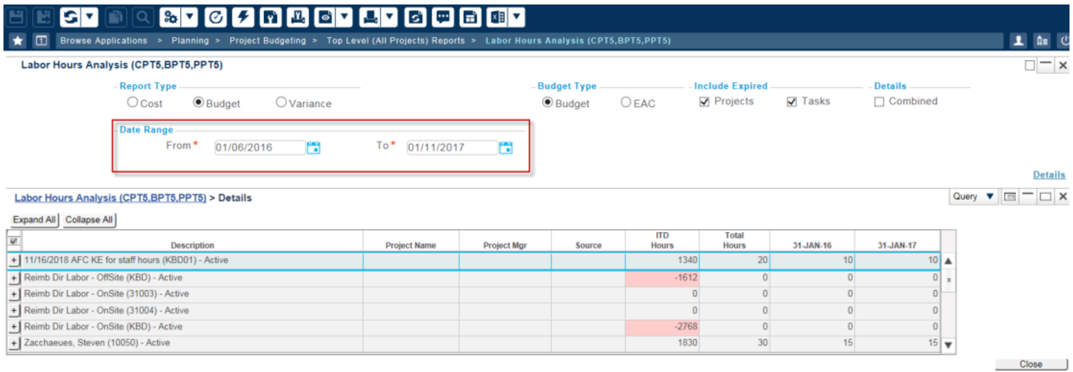
Updates to Labor Hours Analysis (CPT5, BPT5, PPT5) and Labor Cost Analysis reports (CPT6, BPT6, PPT6)

Released January 2019

Project Budgeting reports were enhanced to include the ability to display **All Periods** in the Labor Hours Analysis (CPT5, BPT5, PPT5) and Labor Cost Analysis reports (CPT6, BPT6, PPT6) like in other reports. Previously, users could only view up to 7 periods.

Date Range (From and To) was added to both Labor Hours Analysis (CPT5, BPT5, PPT5) and Labor Cost Analysis reports (CPT6, BPT6, PPT6) whether Cost, Budget/EAC or Variance. The date range entered drives the FY/Period columns displayed on the report. When the **Details** link is clicked, only hours for Projects budgeted during the **Date Range** are displayed. There are no changes to current behavior when the 'Combined' check box is selected, except that the FY/Period columns are now driven by the **Date Range** selected.

Total Hours column was added and column label was changed from Committed Hours to **Pending Hours** in Labor Hours Analysis (CPT5, BPT5, PPT5). Also, column label in Labor Cost Analysis (CPT6, BPT6, PPT6) was changed from Committed Cost to **Pending Cost** and **Total Cost** column was added.



Requirements

The following table shows the required file for the screen affected by this update:

Domain » Module » Application Group	Application ID	Application Name	Required File
Planning » Administration » Administration Utilities	BNP_CAQXPT5.htm	Labor HoursAnalysis (CPT5, BPT5, PPT5)	cp711_bp_bnp_caqxpt5_003.zip
Planning » Project Budgeting » Top Level (All Projects) Reports	BNP_CAQXPT6.htm	Labor Cost Analysis (CPT6, BPT6, PPT6)	cp711_bp_bnp_caqxpt6_003.zip

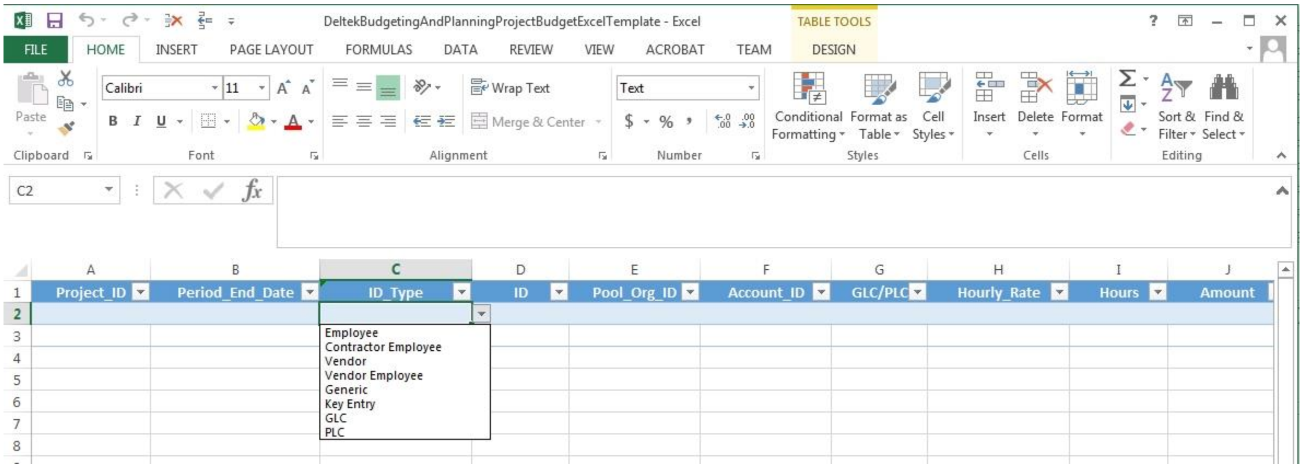
Import GLCs/PLCs from Excel

Released February 2019

The **Planning » Project Budgeting » Controls and Utilities » Import Budget/EACs from Excel** application was updated to include the ability to import GLC and PLC information.

To support this change, the Excel template was updated as follows:

- The **ID Type** field drop-down list was updated to include GLC and PLC.
- The **PLC** column was renamed to **GLC/PLC**.
- If **ID Type** is **GLC** or **PLC**, the **GLC** or **PLC** ID should be entered in **GLC/PLC** column.
- The ID column is not required and must be blank.



To download the updated template, complete the following steps:

1. Click **Planning » Project Budgeting » Controls and Utilities » Import Budget/EACs from Excel to display the utility**.
2. Click the **Excel Template** subtask link.
3. In the Excel Template subtask, copy the URL and paste it into a web browser.
4. Save the template to your specified location.

To add a code, select **GLC** or **PLC** from **ID Type** drop-down.

Either selection requires an hourly cost rate. You can manually enter the rate in the **Hourly Rate** column of the spreadsheet, or leave it blank to use the default value from **Planning » Controls and Utilities » Manage Average GLC Cost or Manage Average PLC Cost**.

Note, however, that if a default value does not already exist, the cost rate will be zero.

Requirements

The enhancement requires:

cp711_bp_bnp_bgpbpue_008.zip

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module » Application Group	Application ID	Application Name	Application File
Planning	Project Budgeting » Controls and Utilities	bnp_bgpbpue.htm	Import Budget/EACs from Excel	cp711_bp_bnp_bgpbpue_008.zip

Ability to Create Budget From EAC Added to Project Budgets/EACs

Released May 2019

You can now extend your Project Budget periods and create a new Budget version from your current EAC for the new periods. Wage escalation occurs from the current period only and the past periods remain as Actual.

To Create a Budget from EAC, complete the following steps:

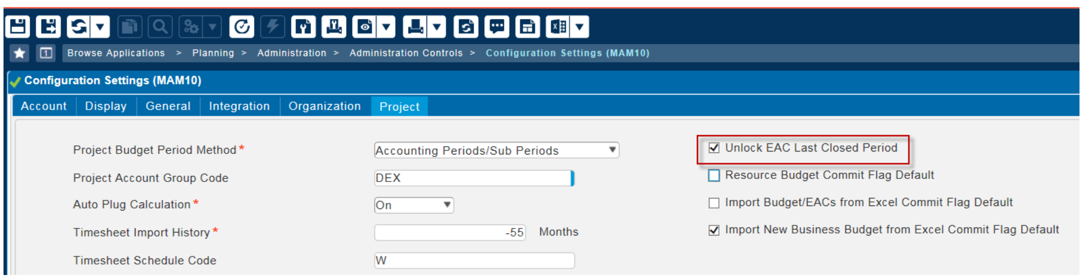
1. Go to **Planning » Project Budgeting » Budget/EAC Processing » Project Budgets/EAC.**
2. Highlight a row with an approved EAC. You will notice that the **Create Bud** action button is now available.
3. Click **Create Bud** to create a Working status Budget with a sequential version number from the last Approved Budget.

- The new Working Budget displays actual costs up to the current period. It includes the source EAC forecast to the end date. This end date is editable and can be extended.
- The actual costs in the new Budget includes actual labor rates, up to the last closed period. Escalation will applies to those rates in current and future periods.

Update to Configuration Settings (MAM10)

Currently, when an EAC is created it brings actual costs into the budget up to the last period. For this release, Configuration Settings (MAM10) was updated to include an option to **Unlock EAC Last Closed Periods.** Selecting this option enables you to edit the last closed period actuals.

This flag also allow edits to the last EAC period in the source EAC version used to create the new Budget version. You can now update late last period entries and audit changes in the new Budget version.



Rollup Applied to Project Budgets/EACs

Released May 2019

In the Project Budgets/EACs screen, amounts entered in **Distributed Rev** and **Budget Rev** at lower levels of the project are now summarized at the top level.

During rollup, if EACs and budgets are both present, the EAC always takes precedence and is rolled up instead of the budget. This is true even if the budget is more recent than the EAC. After Costpoint Planning determines which one to use, the amount is rolled up regardless of whether the budget/EAC status is Incomplete, Complete, Approved, or Working.

Requirements

The following table shows the required file for the screen affected by this update:

Module » Application Group	Application ID	Application Name	Required File
Project Budgeting » Budget/EAC Processing	**BNP_BGMBPIX**	**Project Budgets/EACs**	**cp711_bnp_common_020.zip** **cp711_bp_bnp_bgmbpix_016.zip**

Resource Planning

The **Planning » Resource Planning » Budget Resource Planning** application was enhanced to enable you to:

- Reschedule the start date and end dates of an assignment for a selected resource.
- Reassign budgeted hours from one resource to another resource for an entire period or specific date range.

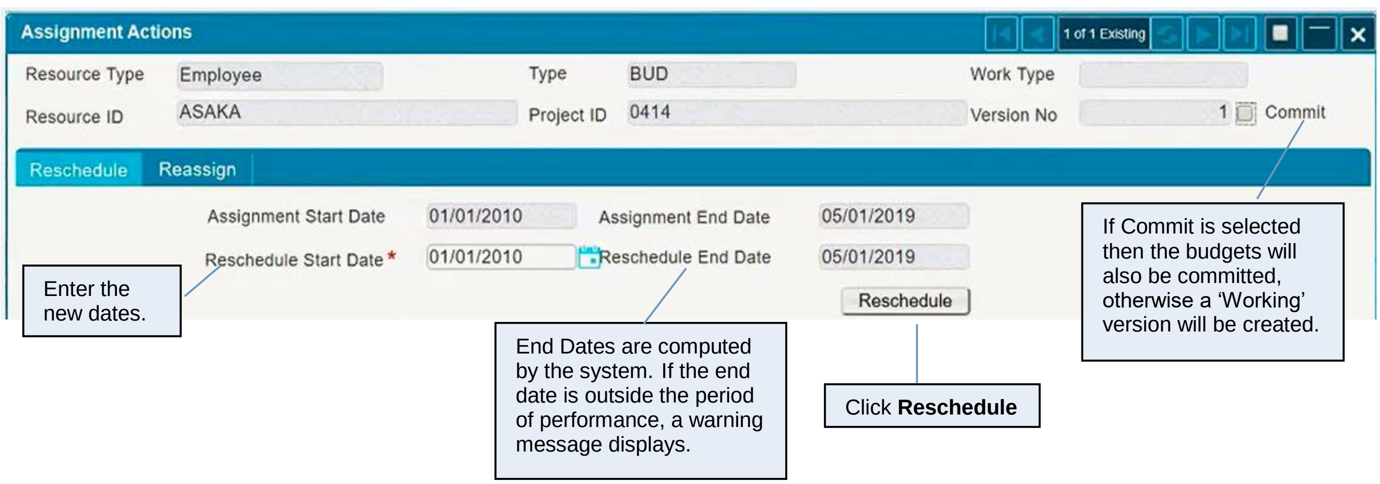
This functionality was implemented through the addition of a new Assignment Actions dialog box, which is accessible after you:

1. Open the resource record in the Budget Resource Planning application.
2. Select the record in the **Selected Resources** table, select the resource.
3. Click **Add/Edit/Delete Assignment**s.
4. Select the row that contains the hours you want to reschedule or reassign.
5. Click **Action** in the **Reassign Reschedule** column.

In the Assignment Actions dialog box, use the Reschedule tab to change the assignment dates for the selected resource, and use the Reassign tab to assign the hours to a different resource.

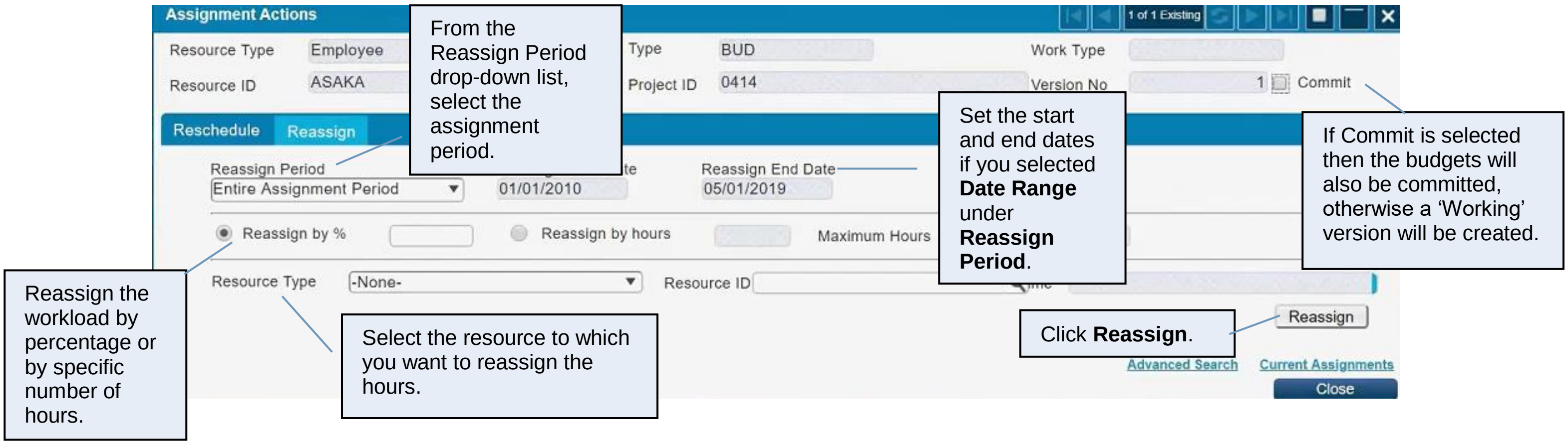
In the Reschedule tab, you can only enter the new dates in the **Reschedule Start Date**. The Reschedule End Date is calculated using the same period of time in the original assignment dates. If you move the reschedule start date a year forward, the reschedule end date will also move a year forward.

After entering the new dates, click **Reschedule** to change the assignment dates.

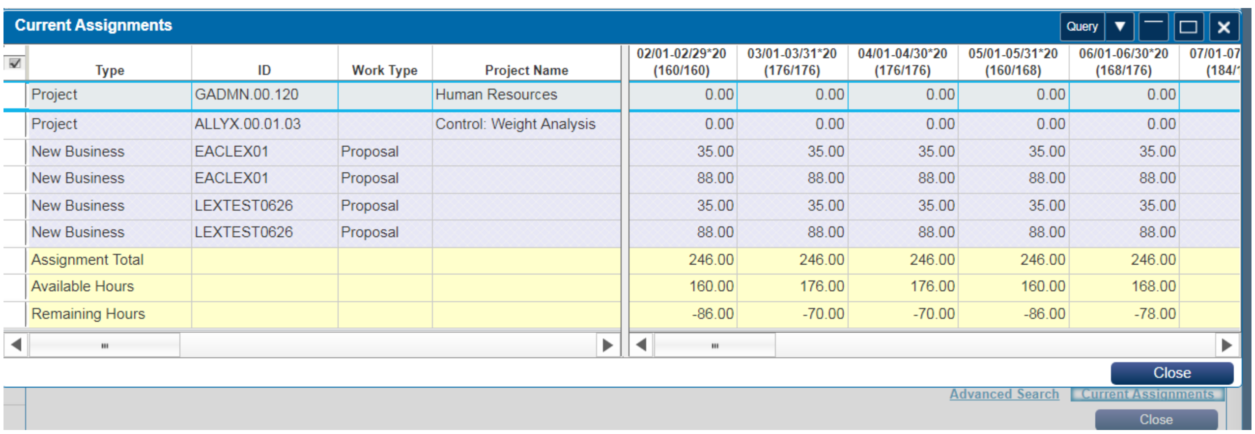


For more information, see Resource Planning enhancement on page 71.

Click the Reassign tab to assign the budgeted hours to a different resource. You can only select the same Resource Type as the current selection. If the current assignment is to an Employee, then only Employees can be selected in the **Resource Type**.



To view the existing assignment of the selected resource, click the **Current Assignments** subtask.



Type	ID	Work Type	Project Name	02/01-02/29*20 (160/160)	03/01-03/31*20 (176/176)	04/01-04/30*20 (176/176)	05/01-05/31*20 (160/168)	06/01-06/30*20 (168/176)	07/01-07 (184/
Project	GADMN.00.120		Human Resources	0.00	0.00	0.00	0.00	0.00	
Project	ALLYX.00.01.03		Control: Weight Analysis	0.00	0.00	0.00	0.00	0.00	
New Business	EACLEX01	Proposal		35.00	35.00	35.00	35.00	35.00	
New Business	EACLEX01	Proposal		88.00	88.00	88.00	88.00	88.00	
New Business	LEXTEST0626	Proposal		35.00	35.00	35.00	35.00	35.00	
New Business	LEXTEST0626	Proposal		88.00	88.00	88.00	88.00	88.00	
Assignment Total				246.00	246.00	246.00	246.00	246.00	
Available Hours				160.00	176.00	176.00	160.00	168.00	
Remaining Hours				-86.00	-70.00	-70.00	-86.00	-78.00	

For more information on the Reschedule/Reassign functionality, see online help for **Planning » Resource Planning » Budget Resource Planning**.

Requirements:

cp711_bnp_common_022.zip

Administration

Project Budget Security Applied to Project Budgets/EACs

Released August 2018

The Project Budgets/EACs screen was updated to reflect changes related to the new **Project Security to be based on** setting in **Planning » Administration » Administration Controls » Configuration Settings (MAM10)**.

If **Project Security to be based on** is selected as **Project Budget Security**, users will now have restricted access to the projects that display in Project Budgets/EACs application.

To learn more about this new security setting, see "DeltekBudgetingandPlanning700ReleaseNotesProjectBudgetSecurityOptionConfigurationSettings.pdf" from the July 2018 release.

Requirements

The following table shows the required file for the screen affected by this update:

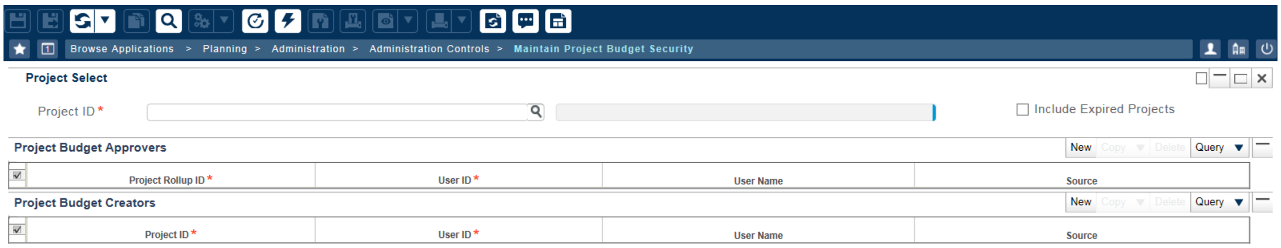
Domain	Module » Application Group	Application ID	Application Name	Required File
Planning	Project Budgeting » Budget/EAC Processing	BNP_BGMPBIX	Project Budgets/EACs	cp711_bnp_common_011.zip

Project Budget Security Enhanced

Released August 2018

A new Maintain Project Budget Security application was added that will enable Project Budget Accountants to separate Project Budget Creators and Project Budget Approvers similar to Org Budgeting.

To access this new application, go to **Planning » Administration » Administration Controls » Maintain Project Budget Security**



For more information screen fields, see the *Maintain Project Budget Security* online help topic.

Configure Project Budget Security

To use the Maintain Project Budget Security application, you need to select **Project Budget Security** from the drop-down menu of the **Project Security to be based on field** of the Project tab of **Planning » Administration » Administration Controls » Configuration Settings (MAM10)**.

Note that this configuration setting was added in July 2018, and the default setting is Org ID.

Switching this setting to **Project Budget Security** allows Project Managers to approve and create project budget. If security is based on Org ID, and for example, a Project manager has a Home Org of an Overhead type, he or she could not edit project budgets and associated resources that have a Direct type of Home Org, such as Engineering or Construction.

Note that with the addition of the new **Project Security to be based on** configuration option, the **Manage Additional Project Budget Approvers (MAP8)** screen was made obsolete and has been removed.

During installation, existing entries from Project Budget Approvers (MAP8) are migrated to **Maintain Project Budget Security**, where they are denoted by “MAP8” in the Source field.

> **Note:** This release includes menu changes related to the creation of the Planning Domain. It is highly recommended that cp711_sys_044.zip and cp711_bnp_common_011.zip be installed to reflect all framework changes, icons, positioning and application updates.
>
> Refer to *DeltekBudgetingandPlanning700ReleaseNotesNewPlanningDomain.pdf* in DSM for more details.

Requirements

The enhancement requires
cp711_bp_patch1304_001.zip

cp711_bnp_common_011.zip

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module » Application Group	Application ID	Application Name	Application File
Planning	**Administration » Administration Controls**	BNP_BAMPBA	**Maintain Project Budget Security**	cp711_bp_bnp_bampba_001.zip

Vendor Employee Enhancements

Released August 2018

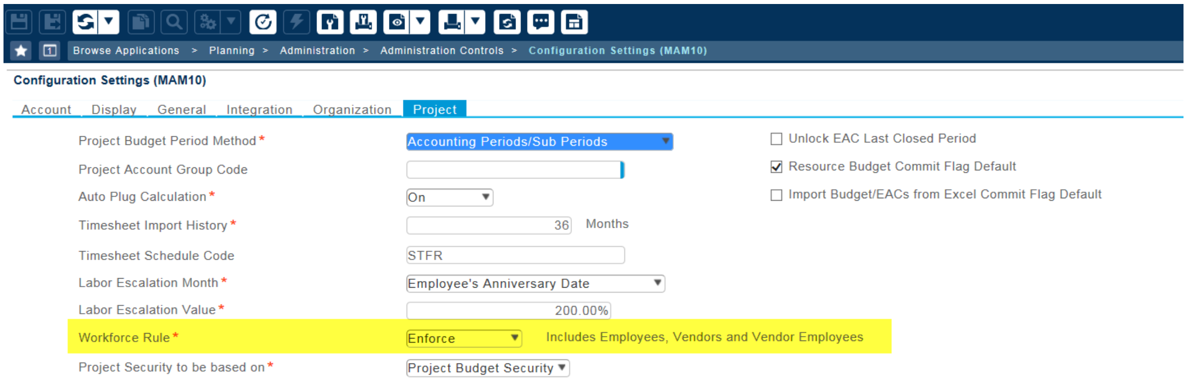
The Vendor Employee feature was further updated to include new configuration options as well as the ability to import budgets/EACs for Vendor Employees from Excel.

Configuration Setting Updates

The **Planning » Administration » Administration Controls » Configuration Settings (MAM10)** screen was updated as follows

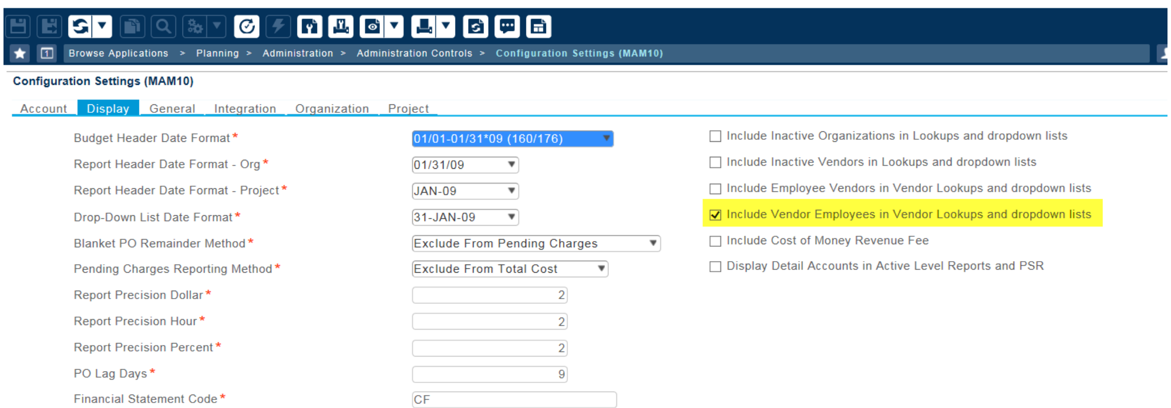
Workforce Rule Enforced for Vendor Employees

If Workforce Rule on the Project tab is set to Enforce, that setting will now also be applied to Vendor Employees. Prior to this enhancement it only enforced Employee Workforce. Note that the following screen text was added next to this field: “Includes Employees, Vendors and Vendor Employees.”



New Display Option

An **Include Vendor Employees in Vendor Lookups and Drop-Down** lists check box was added to the Display tab. Select this check box to include Vendor Employees in drop-down lists for screen entry and reporting.



Note that there is an existing setting for Employee Vendors (**Include Employees Vendors in Vendor Lookups and Drop-Down**), which you should take care not to confuse with the new setting for Vendor Employees, who are employees of a subcontractor Vendor.

Conversely, Employee vendors are regular employees who have been set up as Vendors in **Accounting » Accounts Payable » Vendors » Manage Vendors** so that they can submit Expense Reports that are processed through Accounts Payable.

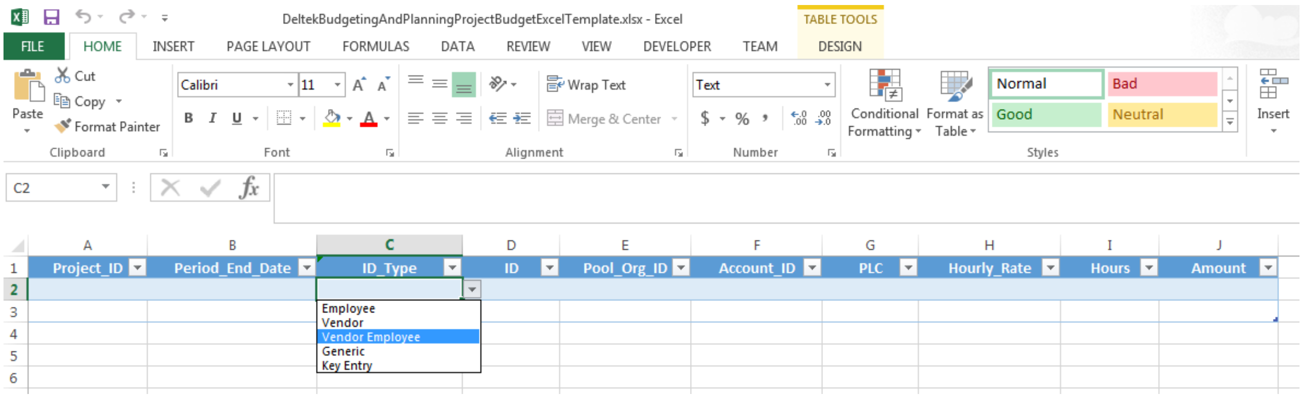
Import Vendor Employee Budget/EACs from Excel

Released August 2018

The Import Budget/EACs from Excel application was updated to include the ability to import budgets for Vendor Employees.

To access this new option, go to **Planning » Project Budgeting » Controls and Utilities » Import Budget/EACs from Excel**, and click the **Excel Template** subtask.

Follow screen instructions for downloading the updated template, which now includes **Vendor Employee** as an option in the **ID Type** drop-down list.



Note: An Hourly Rate for Vendor Employees should be completed on the Excel Template.

Requirements

The enhancement requires

cp711_bnp_common_011.zip

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module » Application Group	Application ID	Application Name	Application File
Planning	Administration	bnp_bammam10	Configuration Settings (MAM10)	cp711_bp_bnp_bammam10_010.zip

New Period Rate Option for Calculation of Effective Rates

Released October 2018

The calculation of effective rates for salaried employees in Project budgeting was enhanced to derive a rate based on work hours per period versus work hours per annum, which was previously the default calculation.

The addition of a period rate calculation allows for a more precise calculation of labor costs and revenue.

How Effective Rates Are Calculated

Prior to this enhancement, when effective rates were in use, the rate was based only on annual work hours, not hours per period. The annual rate was calculated by dividing the annual salary by annual work hours. For example,

104,000 (annual salary) / 2080 (annual work hours) = 50.00 (effective rate)

Annual work hours are derived from **Work Hours in a Year** on the Salary Info subtask in **People » Labor » Employee Basic Information Salary Info Subtask**. If that field is empty, it defaults to hours set up in Fiscal Year Setup (MAM16), and if that is empty, it defaults to 2,080 hours.

By contrast, the period rate calculation is not based on annual work hours, but is instead based on the available hours per period.

The period for Project budgets (**Project Budget Period** field in Configuration Settings (MAM10)) can be based on either Costpoint accounting periods (and subperiods if used) or time collection periods, whereas Org budget periods are always based on Costpoint accounting periods, either accounting periods and subperiods or the accounting period only.

For example, if the period includes 21 work days and the hours per day are 8, the hours available per period would be 168 (21 × 8). Extending this example to an employee who has an annual salary of 104,000, the period effective rate would be calculated as follows:

> *104,000 / 12 (fiscal periods) = 8,666.66 / 168 (hours available per period) = 51.59 (period effective rate)*

The annual rate example above yielded an hourly rate of 50.00, so the variance between the two rates is 1.59. Therefore, especially when the budget runs less than a full year, the period effective rate produces a more accurate total for labor costs.

Furthermore, if revenue is calculated using the hours worked multiplied by Project Labor Category rate, the variance will exist there as well.

Configuring Rate Calculations

Prior to this update, effective rates were enabled by selecting Use Effective Rates on the Org tab in Configuration Settings (MAM10). Because the effective rate was calculated only one way, the option was controlled by a check box, which was either checked or unchecked, indicating whether effective rates were in use or not in use.

After the update is installed, your current status is maintained. If effective rates were in use prior to the update, it will default to the annual rate calculation. If effective rates were not in use, the feature is not enabled.

To account for the new calculation option and its effect on Project Budgeting, the following changes were made:

- The field label for the option was changed to **Effective Rates to Use**. The control was changed from a check box to a drop-down list with the following options:
  - **None –** Select this option if you do not want to use effective rates. This will be the default if effective rates are not already in use at the time of installation.
  - **Annual Rates –** Select this option to calculate the effective rate based on annual hours. This will be the default if effective rates are already in use at the time of installation.
  - **Period Rates –** Select this new option to calculate effective rates based on hours per period.
- The option was moved from the Org tab to the General tab, because it will affect both Org Budgeting and Project Budgeting, including all of the following Project Budgeting applications: **Project Budgeting » Budget/EAC Processing » Project Budget/EACs**
  - **Proposal Budgeting » Actions/Processing » Project Proposals (NPI4)**
  - **Proposal Budgeting » Actions/Processing » Project Non-Backlog Budgets (NPI7)**
- Additionally, the Refresh Process was also updated to capture changes related to this enhancement.

Coming Soon…

The period rate calculation will be applied to Organization Budgets – Outlooks in November 2018, and as part of that same update, Organization Budget Cycle Initialization (AOM3) will be updated to include a new Standard Annual Hours column in the Employee Rates subtask. This will be used in conjunction with the Period Rate setting to calculate effective rates.

Requirements

The following table shows the required file for the screen affected by this update:

Domain » Module » Application Group	Application ID	Application Name	Required File
Planning » Administration » Administration Utilities	BNP_BAPREFRESH	Refresh Process	cp711_bp_bnp_baprefresh_011.zip
Planning » Budget/EAC Processing » Project Budgeting	BNP_BGMBPIX	Projects Budgets/EACs	cp711_bnp_common_013.zip
Planning » Administration » Administration Controls	BNP_BAMMAM10	Configuration Settings (MAM10)	cp711_bnp_common_013.zip

Display Variances in Favor of Budget or Actuals

Released December 2018

Budgeting & Planning was enhanced to allow the option of displaying variances in favor of either budget or actuals.

Prior to this enhancement, variances always displayed in favor of actuals, and Budgeting & Planning calculated the variance for cost, revenue, and profit by subtracting budget from actuals, so if each was less than the budgeted amount, all three displayed a negative variance.

As part of this enhancement, the calculation method was also updated so that whether favoring budget or actuals, the variance calculation for revenue and profit is the opposite of the cost calculation, which is explained in the section below.

Because the variance calculation for revenue and profit is now always opposite to the cost calculation, and you can also control whether variances display in favor of either budgets or actuals, Budgeting & Planning now affords you greater flexibility in variance reporting.

Configure Variance Reporting

To support the new functionality, a **Report Variance Calculation in Favor of** setting was added to the Display tab of **Planning » Administration » Administration Controls » Configuration Settings (MAM10)**. Options include:

- **Actuals** – This is the default option. If you wish to display variances in favor of actual costs, no action is required. When this option is selected and actual costs are higher than budgeted costs, the variance displays as a negative.

  For example, $1,000.00 (actual material costs) - $800.00 (budgeted materials cost) = ($200.00).

- **Budget** – Select this option if you wish to display variances in favor of budgeted costs. When this option is selected and actual costs are higher than budgeted costs, the variance displays as a positive.

  For example, $1,000.00 (actual material costs) - $800.00 (budgeted materials cost) = $200.00.

Revenue and Profit Variances

For either configuration option (**Actuals** or **Budget**), the variance calculation for revenue and profit is now opposite to the cost calculation.

For example, if actuals are favored and total revenue is 300,000 and budgeted revenue was 200,000, the 100,000 variance will display as a positive. If budget is favored, it will display a negative.

Reports Affected by the Variance Calculation

The following is a list of Project Budgeting reports that have been updated for this enhancement, when **Variance** is selected as the Report Type. For a few reports, only certain columns display variances, which is also noted below.

Top Level Reports

- Direct Project Cost Categories (CPT1, BPT1, PPT1)
- Direct Project Cost (CPT3, BPT3, PPT3)
- Labor Hours Analysis (CPT5, BPT5, PPT5)
- Labor Cost Analysis (CPT6, BPT6, PPT6)
- Budget/EAC Status (APT1). For this report, only the Unplanned and Planned columns employ variance calculations.

Level Down Reports

- Project Cost Categories (CPL1, BPL1, PPL1) Project Cost (CPL2, BPL2, PPL2)

Active Level Reports

- Hours Breakdown (CPA1, BPA1, PPA1)
- Raw Cost Breakdown (CPA2, BPA2, PPA2)
- Burdened Cost Breakdown (CPA3, BPA3, PPA3)
- All Cost Breakdown (CPA4, BPA4, PPA4)
- Project Cost Chart (CPA8, BPA8, PPA8)
- T&M Labor Analysis (CPA10, BPA10, PPA10)
- Current Forecast (BPA16). For this report, only the Forecast Variance column is affected.

Supplemental Reports

- Project Budgets/EACs Status (APS1, APS3). For this report, only the Unplanned and Planned columns are affected.
- Project Status (SPA5). For this report, only the Variance column is affected.

Requirements

cp711_bnp_common_015.zip

Application Jar Requirements

The following table shows the required file for the screen affected by this update:

Module » Application Group	Application ID	Application Name	Required File
Administration » Admin Controls	BNP_BAMMAM10	Configuration Settings (MAM10)	cp711_bp_bnp_bammam10_012.zip
Project Budgeting » Reports/Inquiries » Top Level Reports	BNP_CAQXPT1	Direct Project Cost Categories (CPT1, BPT1, PPT1)	cp711_bp_bnp_caqxpt1_003.zip
	BNP_CAQXPT3	Direct Project Cost (CPT3, BPT3, PPT3)	cp711_bp_bnp_caqxpt3_002.zip
	BNP_CAQXPT5	Labor Hours Analysis (CPT5, BPT5, PPT5)	cp711_bp_bnp_caqxpt5_001.zip
	BNP_CAQXPT6	Labor Cost Analysis (CPT6, BPT6, PPT6	cp711_bp_bnp_caqxpt6_001.zip
	BNP_OAQAPT1	Budget/EAC Status (APT1)	cp711_bp_bnp_oaqapt1_002.zip
Project Budgeting » Reports/Inquiries » Level Down Reports	BNP_CAQXPL1	Project Cost Categories (CPL1, BPL1, PPL1)	cp711_bp_bnp_caqxpt1_003.zip
	BNP_CAQXPL2	Project Cost (CPL2, BPL2, PPL2)	cp711_bp_bnp_caqxpt3_002.zip
Project Budgeting » Reports/Inquiries » Active Level Reports	BNP_CAQXPA1	Hours Breakdown (CPA1, BPA1, PPA1)	cp711_bp_bnp_caqxpa1_002.zip
	BNP_CAQXPA2	Raw Cost Breakdown (CPA2, BPA2, PPA2)	cp711_bp_bnp_caqxpa2_002.zip
	BNP_CAQXPA3	Burdened Cost Breakdown (CPA3, BPA3, PPA3)	cp711_bp_bnp_caqxpt1_003.zip
	BNP_CAQXPA4	All Cost Breakdown (CPA4, BPA4, PPA4)	cp711_bp_bnp_caqxpa4_002.zip

Module » Application Group	Application ID	Application Name	Required File
	BNP_CAQXPA8	Project Cost Chart (CPA8, BPA8, PPA8)	cp711_bp_bnp_caqxpa8_004.zip
	BNP_BGQBPA10	T&M Labor Analysis (CPA10, BPA10, PPA10)	cp711_bp_bnp_caqxpa10_004.zip
	BNP_BGQBPA16	Current Forecast (BPA16)	cp711_bp_bnp_bgqbpa16_004.zip
Project Budgeting » Reports/Inquiries » Supplemental Reports	BNP_OAQAPSX	Project Budgets/EACs Status (APS1, APS3)	cp711_bp_bnp_oaqapsx_003.zip
	BNP_SRQSPA5	Project Status (SPA5)	cp711_bp_srqspa5_006.zip

Update to Configurations Settings (MAM10)

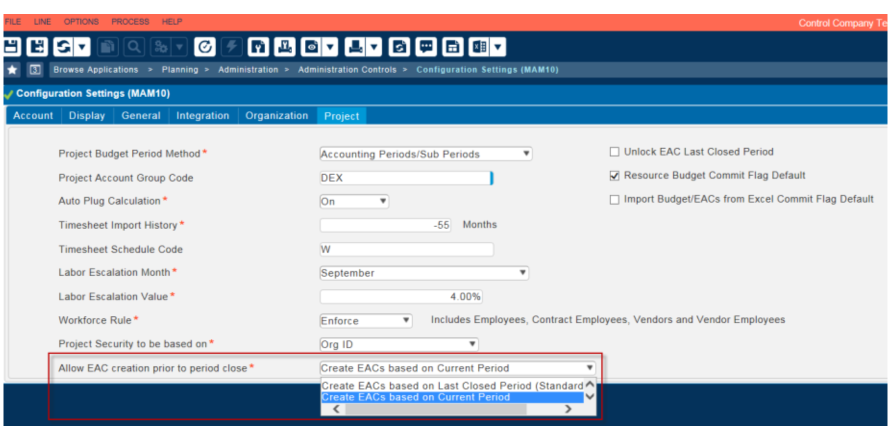
Released April 2019

The Configuration Settings (MAM10) was enhanced and the configuration setting **"Allow EAC creation prior to period close"** is now included.

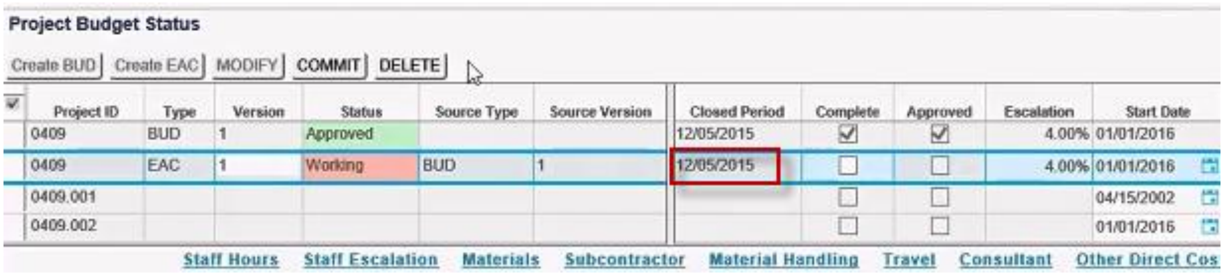
Users can now select from the following options:

- Create EACs based on Last Closed Period (Standard Function)
- Create EACs based on Current Period

To select these options, go to **Planning » Administration » Administration Controls » Configuration Settings (MAM10) » Project** Tab



Currently, the system defaults to **Create EACs based on Last Closed Period (Standard Function)**. This means that when you create an EAC, the date will be based on the maximum End Date from Maintain Fiscal Periods (MAM8, MAM9) and less than the current FY/PD (Maintain Current Period).

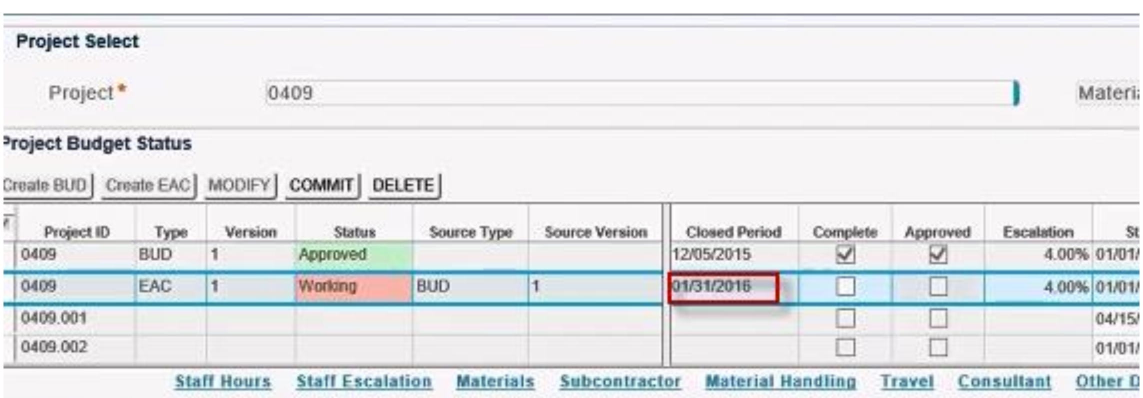


When you select **Create EACs based on Current Period**, the end date that will be used when you create an EAC is the current period as specified as the **End Date** in Maintain Current Period application.

For Example:

1. Go to Configuration Settings (MAM10) » Project Tab.
2. In the **Allow EAC creation prior to period close** drop-down menu, select **Create EACs based on Current Period.**
3. Click .
4. Go to **Project Budgets/EACs** » click **Create EAC**.

The Closed Period date displayed will be the End Date in Maintain Current Period application.



You do not need to Refresh the application for the changes in configuration to take effect.

Also, when the **Create EACs based on Current Period** is selected the EAC created from an Approved Budget will bring in Actual transactions in the Current Planning Period and replace the Current Period Budget.

If there are no Actual transactions, the Budget numbers will be removed in the Current Period.

Requirements

cp711_bnp_common_019.zip

Enhancements (Through July 2018)

This section describes enhancements made to Budgeting & Planning from the initial version 7.0 release through July 2018, the last update preceding the release of the Planning domain in August 2018.

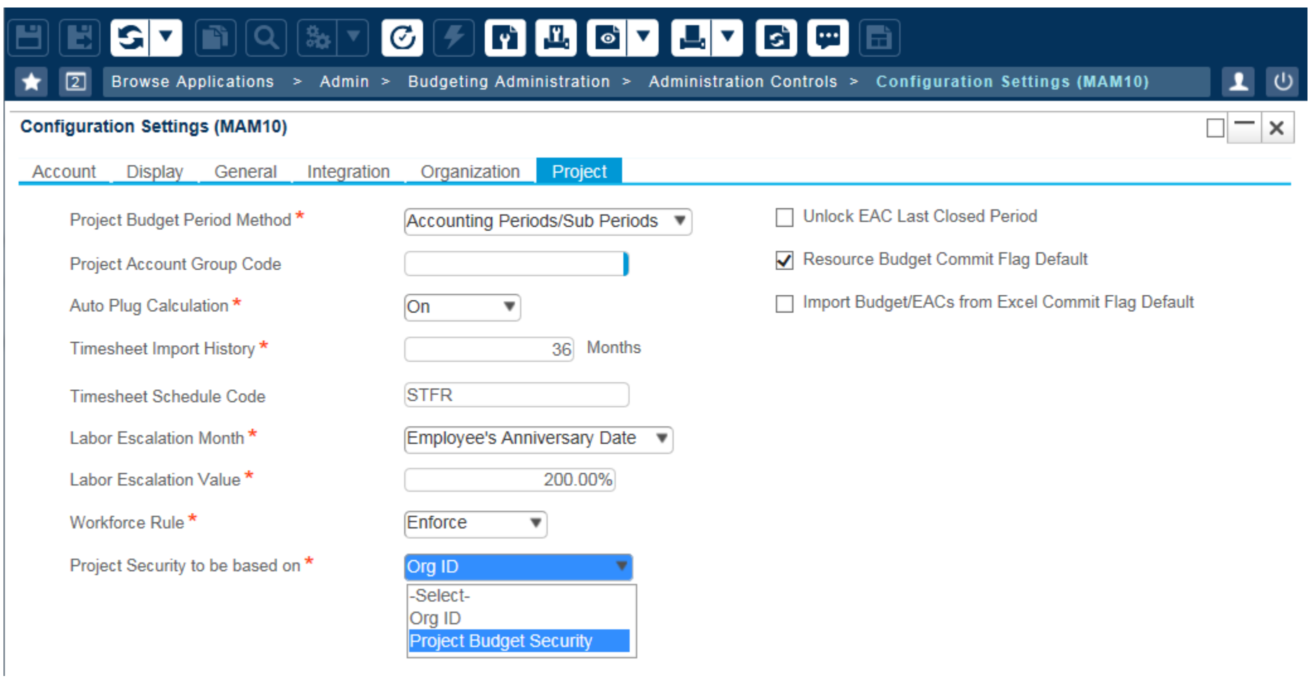
Descriptions in this section reflect the module, application, and menu names as they existed prior to the Planning Domain release.

Budgeting Administration

Project Security Options Expanded

Released July 2018

A **Project Security to be Based On** option was added to the Project tab of the Configuration Settings (MAM10) screen. Options include **Org ID** or **Project Budget Security**.



Prior to this enhancement, project security was automatically based on Org ID, which is still the default setting.

This configuration setting was primarily added to support the forthcoming **Maintain Project Budget Security** screen that is scheduled for release in **August 2018**. The new screen will enable Project Budget Accountants to separate Project Budget Creators and Project Budget Approvers similar to Org Budgeting.

Switching this setting to **Project Budget Security** allows Project Managers to view and edit all assigned budgets. If security is based on Org ID, and for example, a Project manager has a Home Org of an Overhead type, he or she could not edit project budgets and associated resources that have a Direct type of Home Org, such as Engineering or Construction.

Requirements

The enhancement requires:

cp711_bp_bnp_bammam10_009.zip

cp711_bnp_common_007.zip

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module » Application Group	Application ID	Application Name	Application File
Admin	**Budgeting Administration » Administration Controls**	BNP_BAMPBA	**Maintain Project Budget Security**	cp711_bp_bnp_bammam10_009.zip

EACCT Table Updated with Account Name Details During Refresh

Released June 2018

During the refresh process, the EACCT table is now updated with Account Name details, enabling use of this information in Costpoint Enterprise Reporting.

Requirements

The enhancement requires cp711_bp_bnp_baprefresh_007.zip

Dependent File

cp711_bnp_common_005.zip;cp711_bp_patch1280_001.zip

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module » Application Group	Application ID	Application Name	Application File
Admin	**Budgeting Administration » Administration Utilities**	BNP_BAPREFRESH	**Refresh Process**	cp711_bp_bnp_baprefresh_007.zip

Changes to Configuration Files

Released May 2018

As Budgeting & Planning 7.0 is now integrated into the Costpoint database, many of the Configuration Settings are duplicates of settings already in Costpoint.

In this release, files associated with configuration changes were modified to avoid redundancy and unused codes were removed due to obsolete values.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

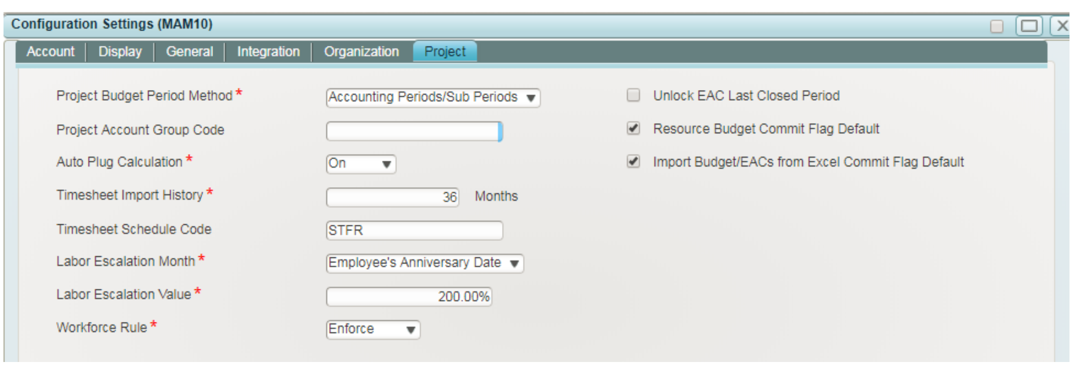
Domain	Module	Application ID	Application Name	Application File
Admin	Budgeting Administration	BNP_BAMMAM10	Configuration Settings (MAM10)	cp711_bnp_common_008.zip

Domain	Module	Application ID	Application Name	Application File
Admin	Budgeting Administration	BNP_BAMMAP1	Manage Project Direct Cost Type Table (MAP1)	cp711_bp_bnp_bammap1_001.zip
Admin	Budgeting Administration	BNP_BAPREFRESH	Refresh Process	cp711_bp_bnp_baprefresh_006.zip **Dependent File:** cp711_bnp_common_005.zip;cp711_bp_patch1280_001.zip
Accounting	Organizational Budgeting	BNP_BGMAOM3	Organization Budget Cycle Initialization (AOM3)	cp711_bp_bnp_bgmaom3_003.zip
Accounting	Organizational Budgeting	BNP_OAQXOPX	Plug Project Review (NOP1,NOI1,AOP1,AOP2,AOP3)	cp711_bp_bnp_oaqxopx_001.zip
Projects	Project Budgeting	BNP_SRQSPA5	Project Status (SPA5)	cp711_bp_srqspa5_002.zip
Accounting	Organizational Budgeting	BNP_OAPAOI1	Compute Forward Rates (AOI1)	cp711_bp_bnp_oapaoi1_002.zip
Projects	Project Budgeting	BNP_BGMBPUX	Import Budget - EAC From Scheduling App (BPU1,BPU3,BPU5,NPU1)	cp711_bp_bnp_bgmbpux_003.zip

Changes to Project Tab

Released May 2018

The Project Budget Account Type field and drop-down menu was removed from the Project tab of Configuration Settings (MAM10) because in Budgeting & Planning 7.0, the Project Account Group (PAG) from the Costpoint project setup will be used by budgeting.



EREPORT_PROJ_TREND Updated with Budget Details During Refresh

Released January 2018

During the refresh process, the EREPORT_PROJ_TREND table is now updated with ITD and YTD budget details, enabling use of this information in Costpoint Enterprise Reporting.

Requirements

The enhancement requires cp711_bp_common_xxx.zip.

Oracle Support

Released March 2017

Budgeting and Planning 7.0 now supports Oracle RDBMS. Customers will now have the option to switch from their existing Budgeting and Planning SQL Server database to Oracle.

For more information, refer to ***Deltek Budgeting And Planning 700 Microsoft SQL Server to Oracle Migration*** document available through download in DSM.

New Refresh Process

Released March 2017

The Budget & Planning refresh process was changed from a SQL CLR based application to a Costpoint Processing application compatible with both SQL & Oracle.

Major Changes include:

- B&P no longer maintains Costpoint and Time & Expense database connection information. This was removed from **Configuration Settings (MAM10)** and **Post Install Setup.**
- Manually Start Data Refresh Process (MAM4) was changed to **Refresh Process** (BNP_BAPREFRESH).
- For Costpoint 7.1.1 users, data is now pulled using the connection information already configured in Weblogic. No additional setup required.
- For Costpoint 7.0.1 users, additional Custom Databases for Extensibility needs to be configured in Weblogic on the Costpoint 7.1.1 system hosting B&P. These include "**Configure External Costpoint**" and "**Configure External Time & Expense**" options under the B&P System tab.

> **Note:** As previously stated, do not perform this step until Operations has devised a common CP Transaction Database to pull data from.

Step 1 - Create Refresh Job Parameters

1. Open the **Refresh Process** application.

   To do this, go to **Administration » Budgeting Administration » Administration Utilities » Refresh Process**.
2. Set **Parameter ID** to **REFRESH**.
3. Set **Description** to **B&P Refresh Process**.
4. Click **Save & Continue**.
5. Exit the **Refresh Process** application.

Step 2 - Create Job

1. Open the **Manage Jobs** application.

To do this, go to **Administration » Job Management » Job Management Codes » Manage Jobs**.

2. Set **Job ID** to **BNPREFRESH.**
3. Set Description to **B&P REFRESH PROCESS**.
4. On **Application Failure** group box, select **Use Default**.
5. Set **Default Priority** to **1**.
6. On **Job Operations** grid, click **New**.
7. Set **Sequence** to **1**.
8. Set **Module** to **BA**.
9. Set **Application** to **BNP_BAPREFRESH**.
10. Set **Parameter** to **REFRESH**.
11. Set **Process** to **BNP_BAPREFRESH_IMPORT**.
12. Click **Save & Continue**.
13. Exit the **Manage Jobs** application.

Step 3 - Create Job Queue

1. Open the **Manage Job Queues** application.

   To do this, go to **Administration » Job Management » Job Management Codes » Manage Job Queues**.
2. On the **Job Queues** form, click **New**.
3. Set **Job Queue ID** to **BNP**.
4. Click **Save & Continue**.
5. Exit the **Manage Job Queues** application.

Step 4 - Create Job Server

1. Open the **Start/Stop Job Server** application.

   To do this, go to **Administration » Job Management » Job Management**

   Processing » Start/Stop Job Server.
2. On the **Job Servers** form, click **New**.
3. Set **Server Name** to **BNPSERVER**.
4. In **Destination Server** select **Default Server** or **Cluster.**
5. Click **Save & Continue**.
6. Exit the **Start/Stop Job Server** application.

Step 5 - Add Job to Queue

1. Open **Submit Job to Queue** application.

   To do this, go to **Administration » Job Management » Job Management Processing » Submit Job to Queue**.

2. Do a Query All.
3. Set **Locate Job** to **BNPREFRESH**.
4. Set **Queue** to **BNP**.
5. Set **Execution Option** to **Start Time/Date**.
6. Set **Start Date** to **Tomorrow's Date**.
7. Set **Start Time** to **0200**.
8. Set **Recurrence Frequency** to **11**.
9. Set **Recurrence Timeframe** to **Days**.
10. Click **Submit To Queue**.
11. Exit the **Submit Job to Queue** application.

Step 6 - Assign Queue to Job Server

1. Open the **Start/Stop Job Server** application.

   To do this**,** go to **Administration » Job Management » Job Management Processing » Start/Stop Job Server**.
2. Select **BNPSERVER** Server
3. On the **Assigned Job Queues** grid, click **New**.
4. Set **Job Queue** to **BNP**.
5. Set **Active for Server** to **CHECKED**.
6. Click **Save & Continue**.
7. Click **Start**.
8. Exit the **Start/Stop Job Server** application.

Changed Module Names

Released September 2016

The term "BNP" was removed from the module names and the following items are now reflected on the menu:

- Organizational Budgeting
- Project Budgeting
- Budgeting Administration

Ability to Select B&P Source Application in Post-Install Process

Released May 2016

The B&P Source Application(s) screen has been added in the Post-Install Process for this version

Organization Budgeting

Employee Rates Inquiry

Released April 2018

A read-only screen is now available so users can view inquiry of the employee rates from AOM3, subject to org security. This enables certain users to view the employee rates of the employees that have been assigned to them.

Users can only view Orgs and Employees within those Orgs that they have security to access.

Labor suppression is applied to Hourly Rate.

To view Employee Rates Inquiry, go to **Accounting » Organizational Budgeting » Labor Analysis Report » Employee Rates Inquiry**.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

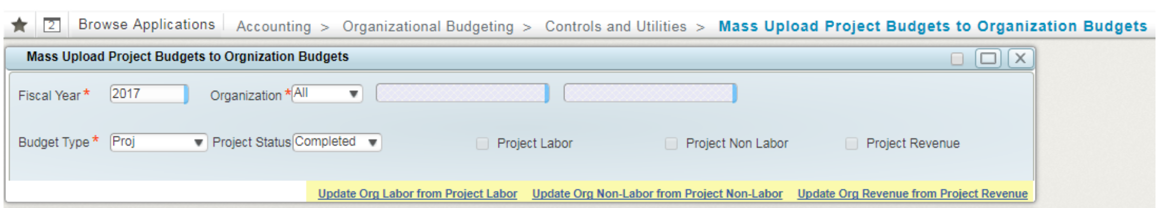
Domain	Module	Application ID	Application Name	Application File
Accounting	Organizational Budgeting	BNP_BGQEOR	Employee Rates Inquiry	cp711_bnp_common_007.zip

Mass Upload Project Budgets to Organization Budgets

Released August 2017

You can now mass update Org Budgets with Proj/NB Budget data.

This can be accessed through **Accounting » Organizational Budgeting » Controls and Utilities » Mass Upload Project Budgets to Organization Budgets**.



Three utilities to mass integrate the Project Budgets and Org Budgets have been combined in the menu item ‘Mass Upload Project Budgets to Organization Budgets’:

1. Update Org Labor from Project Labor
2. Update Org Non-Labor from Project Non-Labor
3. Update Org Revenue from Project Revenue

These three integration options are also available within the individual Org Budgets. Labor and Non-Labor can be updated without updating the Revenue.

When the Configuration setting ‘Org Budget Revenue Calculation’ is set to either:

a) ‘Project Budget Revenue’ or
b) ‘Project Plus Org Revenue Adjustment’

the ‘Mass Upload Project Budgets to Organization Budgets’ **Revenue** option becomes available. If the configuration ‘Org Revenue Calculation’ is selected, only the ‘Update Org Labor from Project Labor’ and ‘Update Org Non-Labor from Project Non-Labor’ mass updates are available.

Another update for this feature is that the menu choices for **Populate Org Budget Labor Utilization with Project Budget Labor** from CU22 and **Utility to Update Org Non-Labor from Project Non-Labor** from CU15 are now gone. They are now included as subtasks in the new CU25 **Mass Upload Project Budgets to Organization Budgets**.

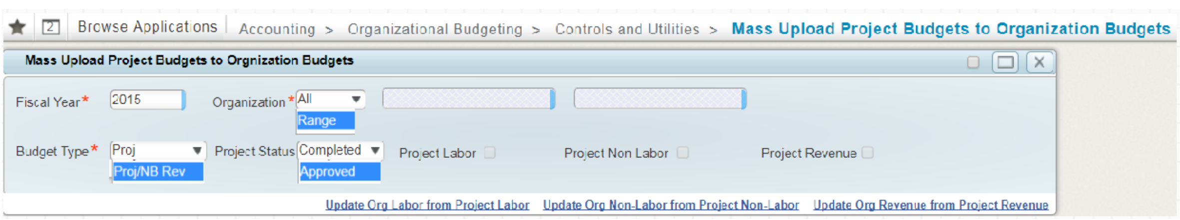
The Labor, Non-Labor and now ‘Revenue’ are upload choices from that one screen as subtasks. The Labor and Non-Labor can be run on their own, but they must be run if the user wants to run update revenue.

Requirements:

- A prerequisite for processing **Update Org Revenue from Project Revenue** is that **Update Org Labor from Project Labor** and **Update Org Non-Labor from Project Non-Labor** have first been processed.
  The system will ‘flag’ that they have been run by checking the appropriate boxes in the header of the screen. The user can then proceed to **Update Org Revenue from Project Revenue**.
- To view the last updates, the user can access the subtasks and then access the **View Uploaded Labor/Non-Labor/Revenue** without processing the updates.
- The Update process will overwrite previous results.

User Steps:

1. Choose **Fiscal Year**, **Organization** either **All** or **Range**, **Budget Type** either **Proj** or **Proj/NB**, **Project Status** either **Completed** or **Approved** (this is the minimum status of the Project Budgets to include).

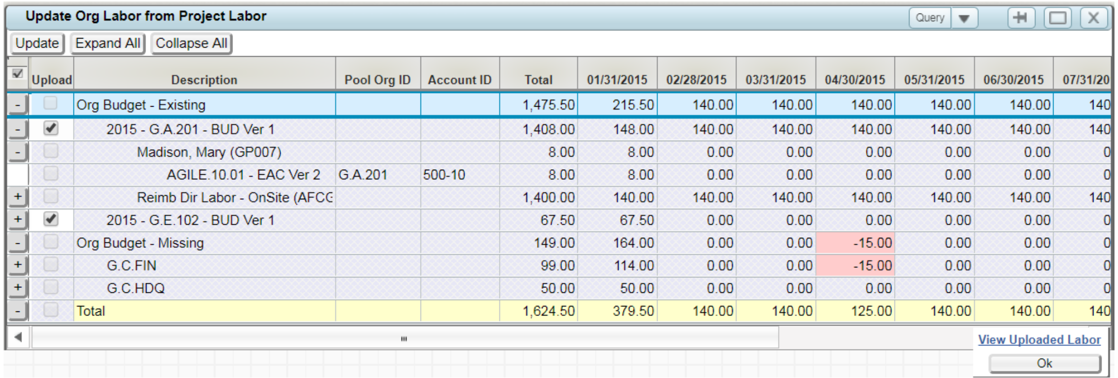


2. Choose Update Org Labor from Project Labor or Update Org Non-Labor from Project Non-Labor (Update Org Revenue from Project Revenue cannot be updated until Labor and Non-Labor have been updated).

   In the Labor screen, the check box in the Upload column at the top level of the Org defaults to checked. In the Non-Labor screen, the bottom level of the Org defaults as checked.

   Expand the Org by clicking on the ‘+’ sign and review.

Uncheck any Orgs that are not to be updated.
Note: If there is no Org Budget the Org will be listed under ‘Org Budget – Missing’.



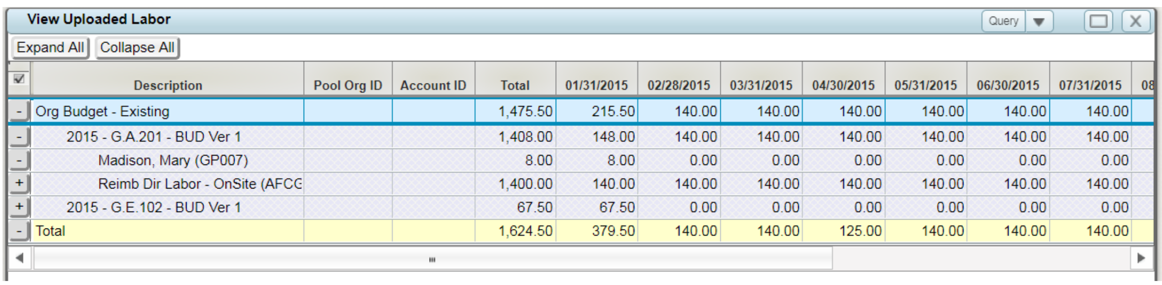
Update Org Labor from Project Labor

Update | Expand All | Collapse All

Upload	Description	Pool Org ID	Account ID	Total	01/31/2015	02/28/2015	03/31/2015	04/30/2015	05/31/2015	06/30/2015	07/31/20
	Org Budget - Existing			1,475.50	215.50	140.00	140.00	140.00	140.00	140.00	140
✓	2015 - G.A.201 - BUD Ver 1			1,408.00	148.00	140.00	140.00	140.00	140.00	140.00	140
	Madison, Mary (GP007)			8.00	8.00	0.00	0.00	0.00	0.00	0.00	0
	AGILE.10.01 - EAC Ver 2	G.A.201	500-10	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0
	Reimb Dir Labor - OnSite (AFCG			1,400.00	140.00	140.00	140.00	140.00	140.00	140.00	140
✓	2015 - G.E.102 - BUD Ver 1			67.50	67.50	0.00	0.00	0.00	0.00	0.00	0
	Org Budget - Missing			149.00	164.00	0.00	0.00	-15.00	0.00	0.00	0
	G.C.FIN			99.00	114.00	0.00	0.00	-15.00	0.00	0.00	0
	G.C.HDQ			50.00	50.00	0.00	0.00	0.00	0.00	0.00	0
	Total			1,624.50	379.50	140.00	140.00	125.00	140.00	140.00	140

View Uploaded Labor
Ok

3. Click the **Update** button. To view the result set, highlight a row on the **Update Org Labor from Project Labor** screen and click the subtask **View Uploaded Labor** (the title of the subtask changes in the other update screens to **Non-Labor** or **Revenue**).

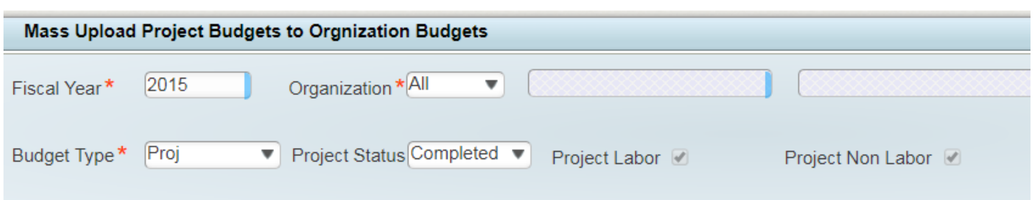


View Uploaded Labor

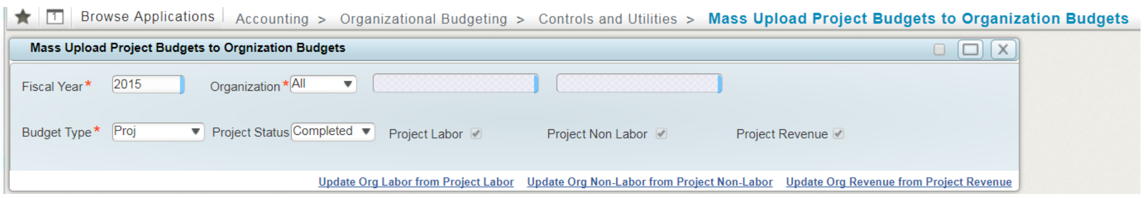
Expand All | Collapse All

Description	Pool Org ID	Account ID	Total	01/31/2015	02/28/2015	03/31/2015	04/30/2015	05/31/2015	06/30/2015	07/31/2015
Org Budget - Existing			1,475.50	215.50	140.00	140.00	140.00	140.00	140.00	140.00
2015 - G.A.201 - BUD Ver 1			1,408.00	148.00	140.00	140.00	140.00	140.00	140.00	140.00
Madison, Mary (GP007)			8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
Reimb Dir Labor - OnSite (AFCG			1,400.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00
2015 - G.E.102 - BUD Ver 1			67.50	67.50	0.00	0.00	0.00	0.00	0.00	0.00
Total			1,624.50	379.50	140.00	140.00	125.00	140.00	140.00	140.00

4. When the Labor and Non-Labor have been updated and the system checks the box in the header, then you can proceed to **Update Org Revenue from Project Revenue**.



5. Click the **Update Org Revenue from Project Revenue** subtask. You can expand each row, the lowest level of the Org defaults to checked in the ‘Upload’ column. Uncheck any Orgs not to be updated. Then click the ‘Update’ button. Click the subtask **View Uploaded Revenue** to review the results.
6. In the screen header, all three system check boxes are now checked.



To access Update History without running the processes:

To view the last updates, the user can access the subtasks and then access the 'View Uploaded Labor/Non-Labor/Revenue' without processing the updates.

Important:

Prior to running this utility, it is suggested that you execute the following reports to ensure that all of your project budgets (or EACs) AND your non-backlogs have been completed

Projects – Project Budgeting > Top Level (All Projects) Reports > Budget/EAC Status (APT1)

Non-Backlog projects – Project Budgeting > Proposal Budgets > Non-Backlog Budget Revenue Summary (Rev/Cost) (NPT2)

Note: Access to this application should be limited by security as the function has the ability to overwrite information in the Organization Labor Utilization budgets.

Audit/History Report for Populate Org Budget with Proj/NB Budget Revenue

Released August 1, 2017

An Audit/History Report is now available as a 'view' in a subtask **View Uploaded Revenue** within the revenue update screen. It is not necessary to run the processes in order to see the last update.

Click the **View Uploaded Revenu**e subtask to review the report before committing the revenue.

Multi-Company Budget Functionality

Released August 1, 2017

As Costpoint is a multi-company, the same capability was added in B&P so that when a user switches companies, they can access different data. Burdening uses the templates of that Costpoint company's' pools.

Note: When switching CP Companies, their functional currencies can be different. Multicurrency functionality is currently not included in B&P, so budgets entered are assumed to be in the functional currency of the CP Company.

Populate Org Budget Revenue with Project/Non-Backlog Revenue

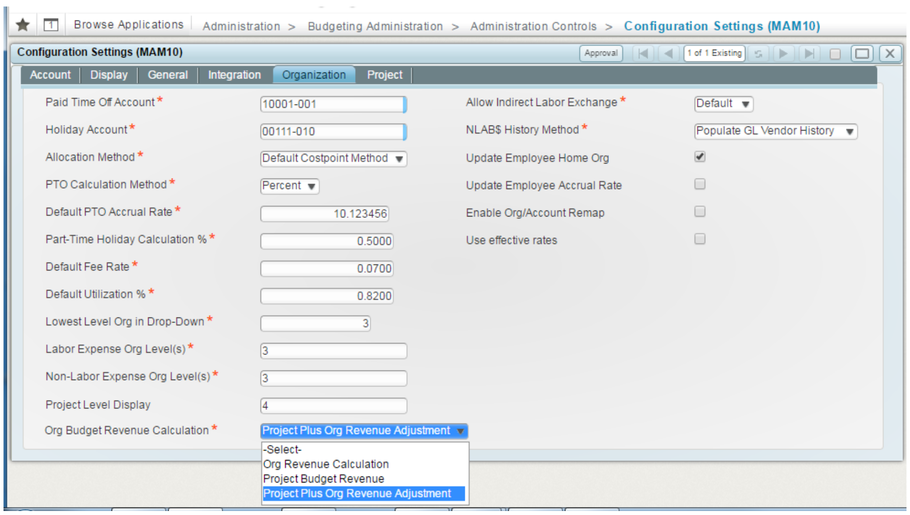
Released June 2017

This functionality is not a separate utility but a process within the **Org Budget** when the **Update** process is run or the new **Mass Revenue Update** is run.

The Administration Controls now have 2 new options for users:

1. A new field **Org Budget Revenue Calculation** was added to the Organization tab of Configuration Settings (MAM10). You can select from either Org Revenue Calculation (This is the current functionality), Project Budget Revenue or Project Plus Org Revenue Adjustment.

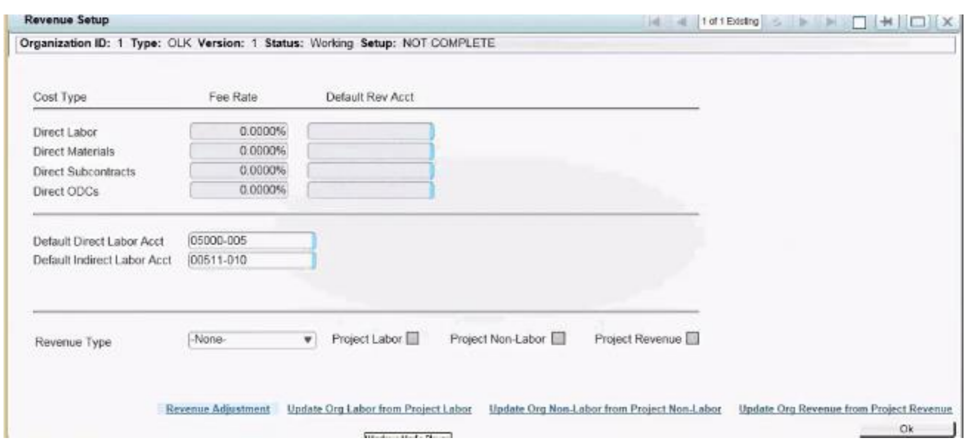
   If the global setting is for **Project Budget Revenue**, parts of the **Organization Budgets/Outlooks** subtask **Revenue Setup** are disabled.



- The global setting for 'Budget Revenue Org Method' is disabled if the Org Revenue is to come from the Project Budget. The Budget will follow the Costpoint revenue setup for 'Owning' or 'Performing' Org. However, budget reports can be run by either Org method.

  A new addition to this functionality is **Revenue Adjustment** subtask. This subtask can be found under the Revenue Setup subtask in Org Budgeting.

  The Revenue Adjustment subtask is only available if the **Org Budget Revenue Calculation** item in MAM10 was set to use **Org Revenue Calculation** or **Project Plus Org Revenue Adjustment**.



2. When the system is set to **Populate the Org Budget Revenue from the Project/Non-Backlog Budgets**, the Organization Budgets/Outlooks screen **Update** function populates the Org Budget with budgeted revenue data for the Org from the Project Budgets.

Each time the **Update Org Revenue from Project Revenue** subtask is updated, the budget revenue will be updated and overwritten.

Before the **Commit** function, the user must access the two subtasks in the **Org Budget** or the **Mass Revenue Update** screen to run the **Update Org Non-Labor from Project Non-Labor** and **Update Org Labor from Project Labor**.

There will be no 'Plugs' when Project Budget Revenue is used.

To Populate Org Budget Revenue with Project/Non-Backlog Revenue, complete the following steps:

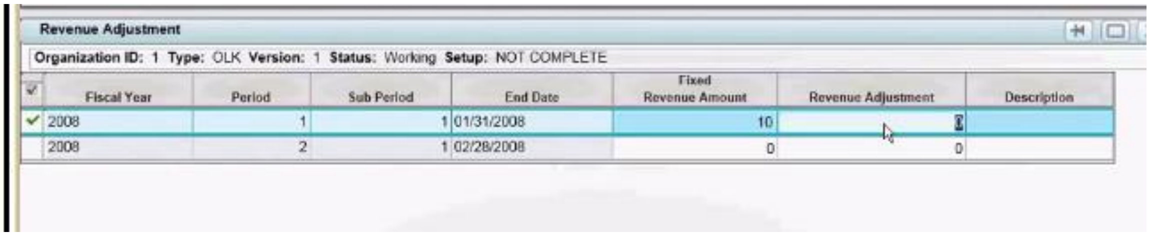
1. In Organization Budgets/Outlooks, select the Org and Fiscal Year and click the execute icon from the toolbar.

   The Outlook 'status' needs to be 'working'.

2. Click **Revenue Setup** subtask.

   Note that Fee Rate and Default Rev Acct fields will be unavailable.

3. Enter Default Direct Labor and Indirect Labor Accounts.
4. In Revenue Type, select **Update Proj Rev** or **Update Proj/NB Rev**.
5. Setup Revenue Adjustments if required.



Revenue Adjustment

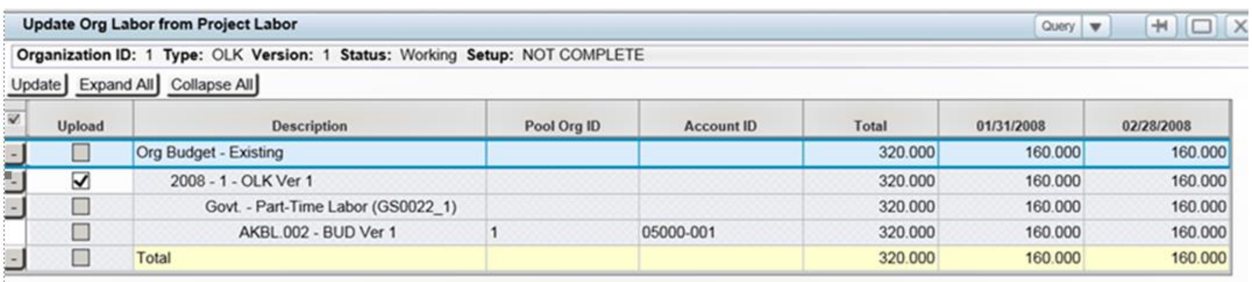
Organization ID: 1 **Type:** OLK **Version:** 1 **Status:** Working **Setup:** NOT COMPLETE

Fiscal Year	Period	Sub Period	End Date	Fixed Revenue Amount	Revenue Adjustment	Description
2008	1	1	01/31/2008	10		
2008	2	1	02/28/2008	0	0	

6. Access **Update Org Labor from Project Labor** and click **Update**.

   The **Upload** box will be checked.

7. Close the screen.



Update Org Labor from Project Labor

Organization ID: 1 **Type:** OLK **Version:** 1 **Status:** Working **Setup:** NOT COMPLETE

Update Expand All Collapse All

Upload	Description	Pool Org ID	Account ID	Total	01/31/2008	02/28/2008
☐	Org Budget - Existing			320.000	160.000	160.000
☑	2008 - 1 - OLK Ver 1			320.000	160.000	160.000
☐	Govt. - Part-Time Labor (GS0022_1)			320.000	160.000	160.000
☐	AKBL.002 - BUD Ver 1	1	05000-001	320.000	160.000	160.000
☐	Total			320.000	160.000	160.000

8. Access **Update Org Non-Labor from Project Non-Labor** and click **Update**.
   The 'Upload' box will be checked.
9. Close the screen.

Update Org Non-Labor from Project Non-Labor

Organization ID: 1 **Type:** OLK **Version:** 1 **Status:** Working **Setup:** NOT COMPLETE

Update | Expand All | Collapse All

Upload	Organization	Account	Vendor	Total	01/31/2008	02/28/2008
☐	1.2.210 - Field Operations	05010-110 - Govt. - Travel - Lodging	Govt. - Travel - Lodging (KBD01)	3687685	3453451	234234
☑	CUSD.002 - Task2	BUD Ver 1		3687685	3453451	234234
☐	Total			3687685	3453451	234234

The screen now displays as follows:

Revenue Type * | Update Proj Rev | Project Labor ☑ | Project Non-Labor ☑ | Project Revenue ☐

After the first upload, the 'Revenue Type' drop-down box is set to 'read only'

10. Access Update Project Revenue and click Update.
The 'Upload' box will be checked.

11. Close the screen.

Update Org Revenue from Project Revenue

Organization ID: 1 **Type:** OLK **Version:** 1 **Status:** Working **Setup:** NOT COMPLETE

Jpdate | Expand All | Collapse All

Upload	Organization	Account	Vendor	Total	01/31/2008	02/28/2008
☐	1.2.210 - Field Operations	00514 - Warranty expense TEST	Warranty expense TEST (000000)	50000	-4508555	-309188
☑	CUSD.002 - Task2	BUD Ver 1		-4817744	-4508555	-309188
☐	1.2.210 - Field Operations	00514 - Warranty expense TEST	Warranty expense TEST (KBD01)	50000	4558555	309188
☑	CUSD.002 - Task2	BUD Ver 1		4867744	4558555	309188
☐	Total			50000	50000	0

The Setup is now Complete and the **Commit** button is now available.
Note that before committing, click the subtask **History** in order to review the result set.

12. Click **Commit** to update the Org Budget with the Project Budget Revenue.

Populate Org Budget Labor Utilization with Project Budget Labor

Released April 2017

Users now have the option to port over all labor budgets from the project budgets (and non-backlog), into the Org Budget Labor Utilization tab (Budget only).

You can run this process more than once but keep in mind that if it is run again, all previous uploads and subsequent modifications will be overwritten by the new upload.

Mark the **Upload** check box to choose which rows will be included in the upload.

When you click **Update** the data is copied to the Org tables and user can view in Organization/Outlook Budgets, Labor Utilization tab.

Important

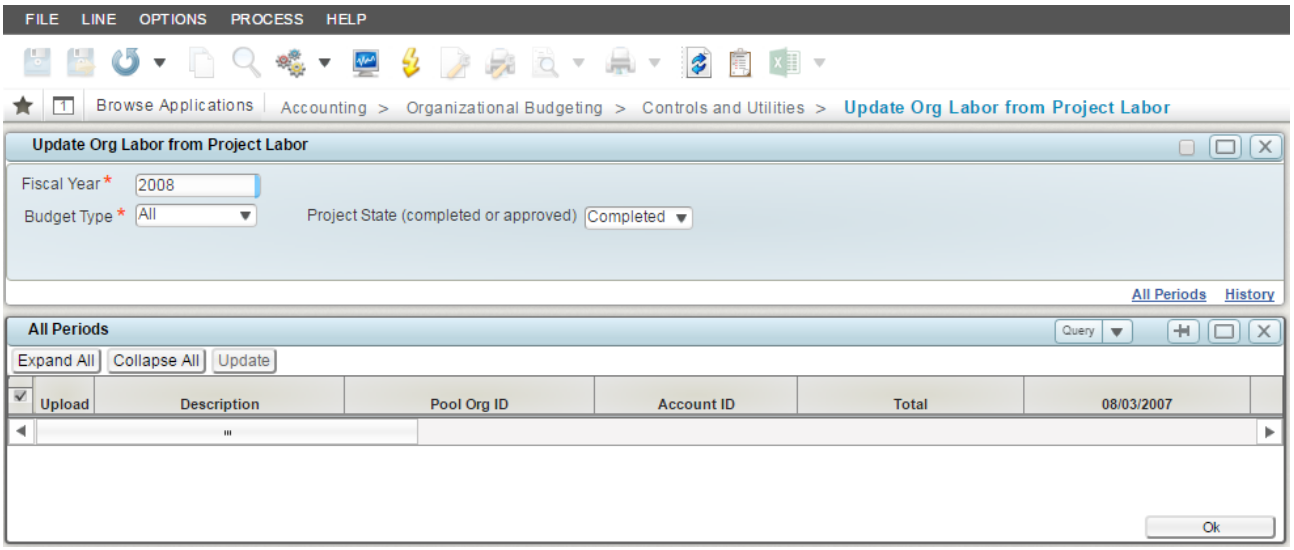
Prior to running this utility, it is suggested that you execute the following reports to ensure that all of your project budgets (or EACs) AND your non-backlogs have been completed

- **Projects** – Project Budgeting > To Level (All Projects) Reports > Budget/EAC Status (APT1)

- **Non-Backlog projects** – Project Budgeting > Proposal Budgets > Non-Backlog Budget Revenue Summary (Rev/Cost) (NPT2)

Note: Access to this application should be limited by security as the function has the ability to overwrite information in the Organization Labor Utilization budgets.

This new utility can be found in **Accounting » Organizational Budgeting » Controls and Utilities » Update Org Labor from Project Labor.**



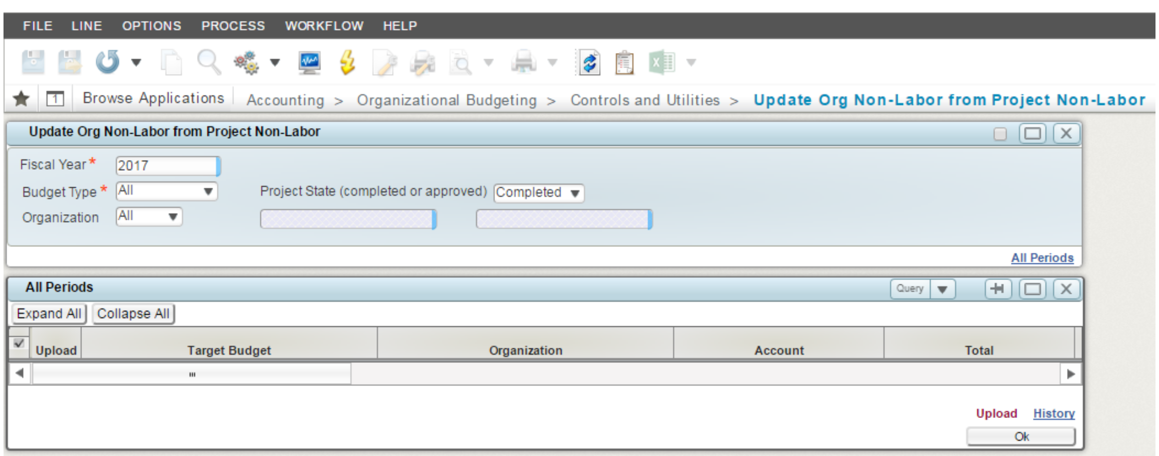
Utility to Update Org Non-Labor from Project Non-Labor

Released September 2016

Users now have the option to port over all non-labor data from the project budgets and non-backlog budgets into the latest Org Budget's Non-Labor dollar tab.

Note: Access to this application should be limited by security as the function has the ability to overwrite information in the Organization Budgets and/or Outlooks.

This new utility can be found in **Accounting » Organizational Budgeting » Controls and Utilities » Update Org Non-Labor from Project Non-Labor.**



Project Budgeting

Import Multiple Budgets/EACs from Excel

Released May 2018

A new **Projects » Project Budgeting » Controls and Utilities » Import Budget/EACs from Excel** utility was added that enables you to import multiple project budgets and EACs from Excel and then upload them to the Project Budgets/EACs application.

The Excel template has been formatted by Deltek for this purpose. The template, available from the Excel Template subtask, includes column headings that correspond to fields within the Project Budgets/EACs application.

> **Note:** Previously, you could only import projects one at a time using the Import Budget/EAC from Scheduling App (BPU1, BPU3, BPU5, NPU1) screen. The ability to import multiple project budgets/EACs is presently limited to Excel.

The Import Budget/EACs from Excel application provides users with the capability to perform the following functions:

- Download the pre-formatted Excel template.
- Upload data from Excel to Budgeting & Planning.
- Select error reporting and duplication parameters, and after the upload is finished, review the results in the Upload Report subtask prior to uploading the data to the Project Budgets/EACs application.
- Review errors using the Error Report subtask.
- Commit multiple budgets simultaneously to Budgeting and Planning.

Administrator Prerequisites

Information in this section applies primarily to system administrators.

- Users must save the completed template as an .xml data file prior to upload.

  > **Note:** If the .xml file extension does not exist in in the File Upload Limits table of the Admin » System Administration » System Administration Controls » Configure System Settings screen, it must be added.

- Users must save the .xml file to a specified Alternate File Location for the application to access it for processing. If you have not yet configured the Alternate File Location, see online help for **Administration » System Administration » File Management » Manage Alternate File Locations.** See also the note in the *Preparing Your Data for Upload* section below. If a common network location will be used for this purpose that location should be made known to users of this application.
- An **Import Budget/EACs from Excel Commit Flag Default** check box was added to **Admin » Budget Administration » Administration Controls » Configuration Settings (MAM10) » Project** tab. When you select this option, the **Commit** check box on the Upload Report subtask is selected by default, but the user can change the status.

Preparing Your Data for Upload

To upload your data into the Import Budget/EACs from Excel utility, you must start by entering your project budgets/EACs into a Deltek-formatted Excel template. A link to the template is available from the **Excel Template** subtask on the Import Budget/EACs from Excel screen.

To download the Excel template, complete the following steps:

1. Click Projects » Project Budgeting » Controls and Utilities » Import Budget/EACs from Excel to display the utility.
2. Click the Excel Template subtask link.
3. In the Excel Template subtask, copy the URL and paste it into a web browser.
4. Save the template to your specified location.

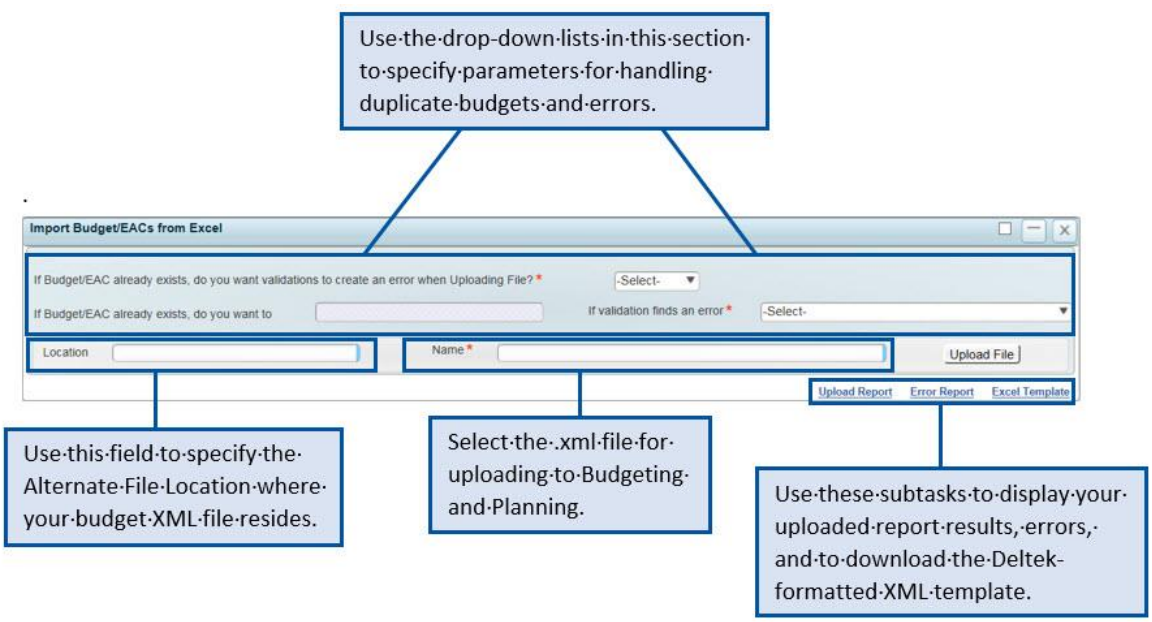
To finalize the template for use in the Import Budgets/EACs from Excel utility, complete the following steps:

1. Enter budget/EAC data in the spreadsheet.
2. In Excel, save the template as an .xml file type. If you are unfamiliar with this process, refer to the Excel online help.

> **Note:** To be uploaded within the Import Budget/EACs from Excel utility, the .xml file must be available in a preconfigured location within Costpoint, referred to as an Alternate File Location.
>
> When you save the template as an .xml file, you must either save it to the Alternate File Location, or copy it there using File Upload on the Process menu. If you do not know the Alternate File Location, check with your System Administrator.

Upload and Process Your Data

In the **Import Budget/EACs from Excel** screen, you will set validation parameters, select error report settings, and then select the location where the .xml file was saved.



To import multiple budgets/EACs, complete the following steps:

1. From the If a Budget/EAC already exists, do you want validations to create an error when Uploading File? drop-down list, choose one of the following:
   - **Yes —** If a budget/EAC already exists an error will result.
   - **No —** If you select this option, proceed to Step 2.
2. From the **If a Budget/EAC already exists, do you want to** drop-down list, choose one of the following
   - **Overwrite entire Budget/EAC —** For Budgets, the budget for the entire period of performance, including past, current and future periods, will be overwritten by the .xml uploaded file
     - If the existing Budget/EAC status is *Complete*, *Incomplete*, or *Working*, a *Working* version is created with the same version number. The old copy of the version remains available to view until the new *Working* version is committed.
     - If the existing Budget/EAC is ‘Approved,’ a new *Working* version will be created with a new version number.

       This field is disabled if you select **Yes** from the **If a Budget/EAC already exists, do you want validations to create an error when Uploading File?** drop-down list.
   - **Append current and future periods —** For Budgets/EACs, the current and future period Budget will be updated by the .xml upload. Prior Periods will not be changed. If an .xml file is uploaded with Prior Period changes, then an error is created during validation
3. From the **If validation finds an error** drop-down list, choose one of the following:
   - **Fail all – view items in error report -** All .xml lines will fail if a single error is found.
   - **Upload passes – view failed items in error report -** Only .xml line items not included in the error report are uploaded, with the rest displayed in the error report.
4. Upload the .xml data using one of the following methods:
   - In the **Location** field, click to select the location from the list of Alternate File Locations already designated within Costpoint, and in the **Name** field, click to select the file.
   - On the Process menu, click **File Upload**, and in the File Upload Manager screen, click **Browse** to select the .xml file.
5. Click Upload File.
6. If errors occur, click the Error Report subtask link to view them.

Reviewing Errors and Uploading Using the *Upload Report* Screen

After the .xml file is successfully uploaded in the Import Budget/EACs from Excel screen, it is automatically processed. Depending on validation settings, the Budgets/EACs that did not contain errors are either uploaded immediately to the Project Budgets/EACs application as budgets with a *Working* status, or all the budgets/EACs fail if any errors exist.

The Upload Report subtask displays the budgets/EACs that were successfully uploaded. From that same subtask, you can also commit selected budgets/EACs. After you commit, the status of the uploaded budget/EAC in the Project Budgets/EACs application changes from *Working* to *Incomplete*.

You can review error messages on the Error Report subtask. Using the information available on this subtask as a guide, you can make corrections to your original entries in the Excel template, and then re-run the process until you have successfully imported all Budgets/EACs into the Project Budgets/EACs application.

Error Report Subtask: Review Upload Errors

After the budgets and EACs in the .xml file are processed, any of those that failed display on the Error Report subtask.

Fields that display on the Error Report subtask are identical to those in the Excel template.

The Error Report Subtask table displays ten columns to help you identify and address budget errors:

- Project ID/Period End Date
- ID Type
- ID
- Pool Org ID
- Account ID
- PLC
- Rate
- Hours
- Amount
- Detailed Error Message

Use the **Expand All** and **Collapse All** buttons to maximize and minimize the error list.

Upload Report Subtask: Review the Budget Date Upload Results

You can use the Upload Report subtask to view the result set after the upload completes. The subtask table includes five columns:

- **Project ID** – this column displays one row per Project ID uploaded.
- **Errors** – this column displays one of two values:
    - Yes indicates that the project budget has partially uploaded but has errors.
    - No indicates that the project budget has completely uploaded.

    > **Note:** The Error Report subtask is operative only if users have selected the *Upload passes – view failed items in error report* option in the **If validation finds an error** dropdown list. The other available option is for all to fail on validation error

    - **Budget Type** – This column displays the budget type (BUD or EAC).

  - **Version** – This column displays either the version number of the Working budget/EAC that will be overwritten or the version number of the newly created budget/EAC that will be committed in the Upload Budgets/EACs process.
  - **Commit** – This column displays a check box that is selected, or left clear, by default. Though the default setting is specified in the Configuration setting, it can be modified here.
- Click **Upload File** to update budgets and EACs.

Requirements

The enhancement requires cp711_bnp_common_006.zip.

Budget by Resource

Released May 2018

The **Add/Edit/Delete Assignments** subtask in **Budget By Resource** now includes a **Type** column where you can select the type of budget. After you click **New** in the subtask, you will have to select the Budget Type. Choose from **Project, Proposal** or **Non-Backlog** budget type.

Also, the **Source** column now displays BUD (Project Budget), EAC, PRP (Proposal) or NBL (Non-Backlog).

A Query was added to the result set screen to further filter the results. The query criteria are the column headers.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
Projects	Project Budgeting	bnp_bgmbpir.htm	Budget by Resource	cp711_bnp_common_008.zip

Update to Project/Budget/EAC Mass Utilities

Released April 2018

A new Mass Update Process was added to the application that enables you to mass update Budgets and EACs.

For both Budgets and EACs, you can create new EACs from approved versions, Approve/Complete/Commit/Delete, and update the staff escalation % for working versions.

To open the utility, click **Projects » Budgeting » Controls and Utilities » Project Budget/EAC Mass Utilities.**

Select an option under Budget Type, and under Budget Status, select the current budget status you want to update. You can optionally include inactive projects in your search results. Click to display the results in the Select Budgets/EACs table, where you can refine the results further using the Query function.

Information displayed includes the following:

- **Type –** Reflects the option you selected in the header.
- **Project -** The Project ID of the Project Budget/EAC.

- **Ver –** Displays the latest version of the Budget/EAC.
- **Status –** Reflects the option you selected in the header.
- **Last Closed Period –** Displays the Last Closed Period when the EAC was created.
- **Escalation -** The Escalation % used in the Budget/EAC for resource costs.
- **Current EAC Version -** For Budgets, indicates whether an EAC exists.

In the table, select the rows you want to update, and under **Mass Update Process**, click the process you want to apply. Note that the process buttons are either active or inactive depending on the Budget Status option you selected, and for working budgets/EACs, you can enter an escalation % value in the **Percent** field.

Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

Domain	Module	Application ID	Application Name	Application File
Projects	Project Budgeting	BNP_BGMBPMU	**Project Budget/EAC Mass Utilities**	cp711_bnp_common_007.zip cp711_bp_bnp_bgmbpmu_001.zip

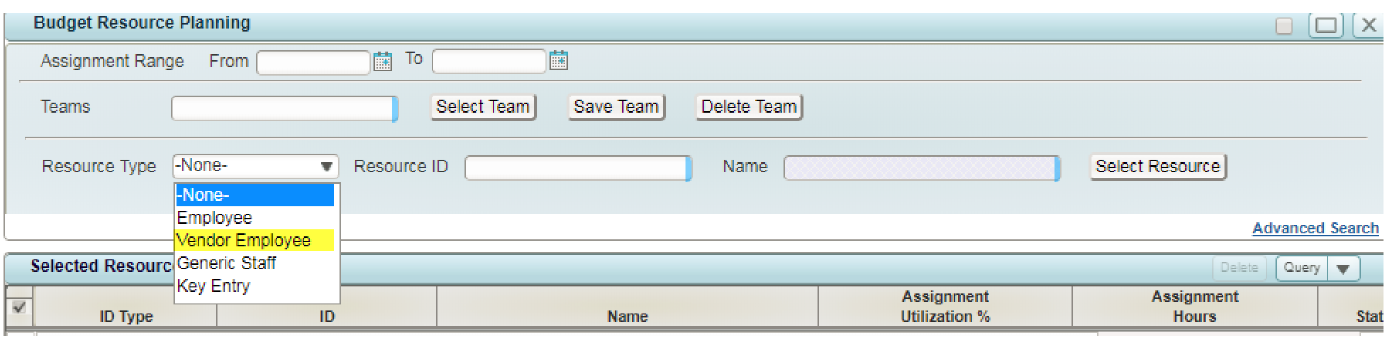
Vendor Employees as Resources

Released April 2018

Users can now select Vendor Employees as resource type from the following applications:

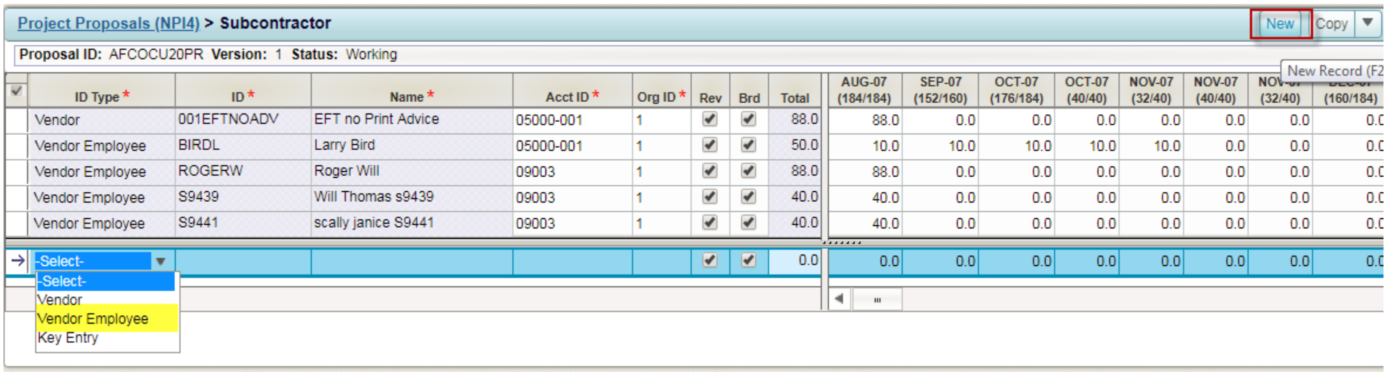
- Project Budgets/EACs
- Budget by Resource (BPIR)
- Project Proposals (NPI4)
- Project Non-Backlog Budgets (NPI7)

In Budget by Resource (BPIR), this option is available through the **Resource Type** drop-down menu.



In Project Budgets/EACs, Project Proposals (NPI4) and Project Non-Backlog Budgets (NPI7), this option was added to the **Subcontractor/Consultant/Subcontractor Hours** and **Consultant Hours** subtask link.

Users can access this additional resource when they click **New** and select from the **ID Type** drop-down menu.



Application JAR Requirements

The following table shows the required application JAR version for the screens affected by this update:

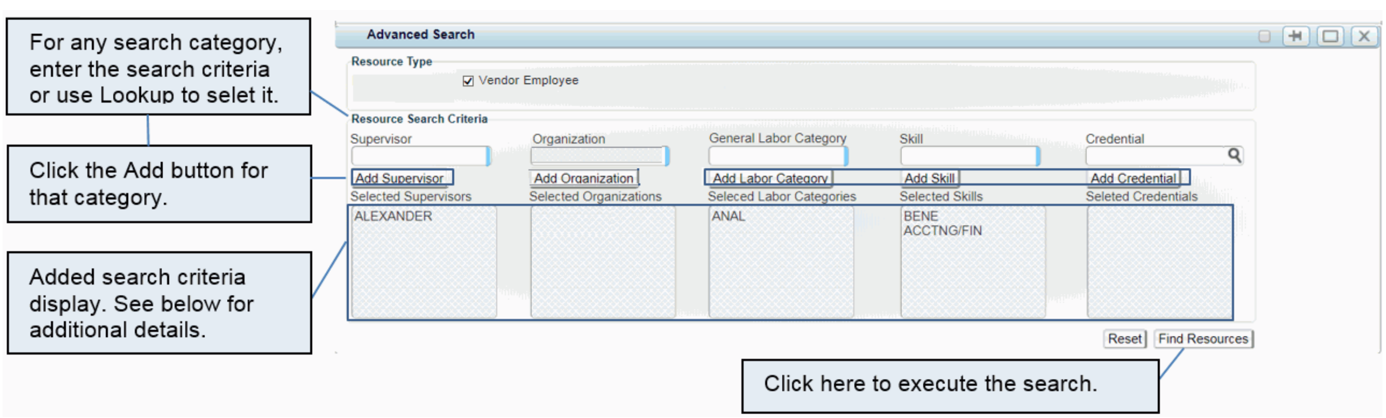
Domain	Module	Application ID	Application Name	Application File
Projects	Project Budgeting	BNP_BGMBPMU	**Project Budget/EAC Mass Utilities**	cp711_bnp_common_007.zip
Projects	Project Budgeting	BNP_BGMBPIR	**Budget by Resource (BPIR)**	cp711_bnp_common_007.zip
Projects	Project Budgeting	BNP_NBMNPI4	**Project Proposals (NPI4)**	cp711_bp_bnp_nbmnpi4_004.zip
Projects	Project Budgeting	BNP_NBMNPI7	**Project Non-Backlog Budgets (NPI7)**	cp711_bp_bnp_nbmnpi7_004.zip

Advanced Search

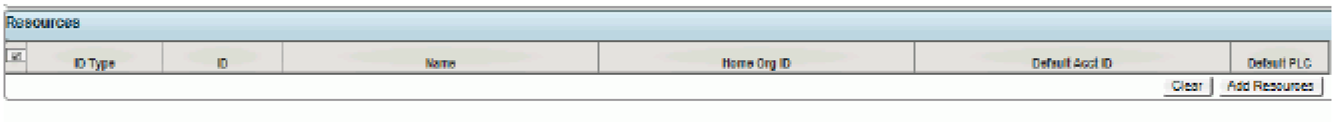
Released April 2018

Due to the addition of Vendor Employees, the Advanced Search functionality was also added to the **Consultant Hours** and **Subcontractor Hours** subtasks of Project Budgets/EACs. Use this feature to select resources according to skills or credentials, or other criteria, such as supervisor or GLC.

Click the **Advanced Search** subtask link to search for multiple resources using other criteria.



After you click **Find Resources**, the results display in the Resources table



Click **Add Resources**, to add the results to the subtask, either Consultant Hours or Subcontractor Hours.

This same functionality is also available in the following applications within **Project Budgeting » Proposal Budgets:**

- Project Proposals (NPI4)
- Project Non-Backlog budgets (NPI7)

Requirements

The enhancement requires the following: cp711_bp_bnp_nbmnpi4_003.zip.

Resource Planning

Released August 2018

The Budget by Resource application was renamed and moved to its own module Resource Planning.

Released March 2018

Budgeting & Planning includes a new resource planning application (Budget by Resource) that enables you to select a resource, or a team of resources, and then assign the selected resources to multiple budgets at the same time.

Functionality is currently limited to employee resources, but vendor employees will be added in a future release.

You can assemble team resources by name, generic staff, or text entry, or use new Advanced Search functionality to select resources according to skills or credentials, or other criteria, such as supervisor, organization ID, or GLC.

Other key abilities include:

- Save selected teams for future use.
- View assignment utilization and hours.
- View all projects to which a resource is assigned.
- Add, edit, or delete project assignments.
- Update Project Budgets/EACs with budget assignments.
- Commit assigned budgets. (Includes an optional default configuration setting.)

Configuration Settings

See “Budget By Resource Configuration Setting” below for more information.

Other Related Enhancements

The Advanced Search functionality described in these release notes was also added to the Staff Hours subtask of the following applications:

- Project Budgets/EACs
- Project Non-Backlog Budgets (NPI7)
- Project Proposals (NPI4)

In the above applications, the Advanced Search subtask only displays if the budget/EAC has a status of Working. In all other aspects, the feature performs as described in this document.

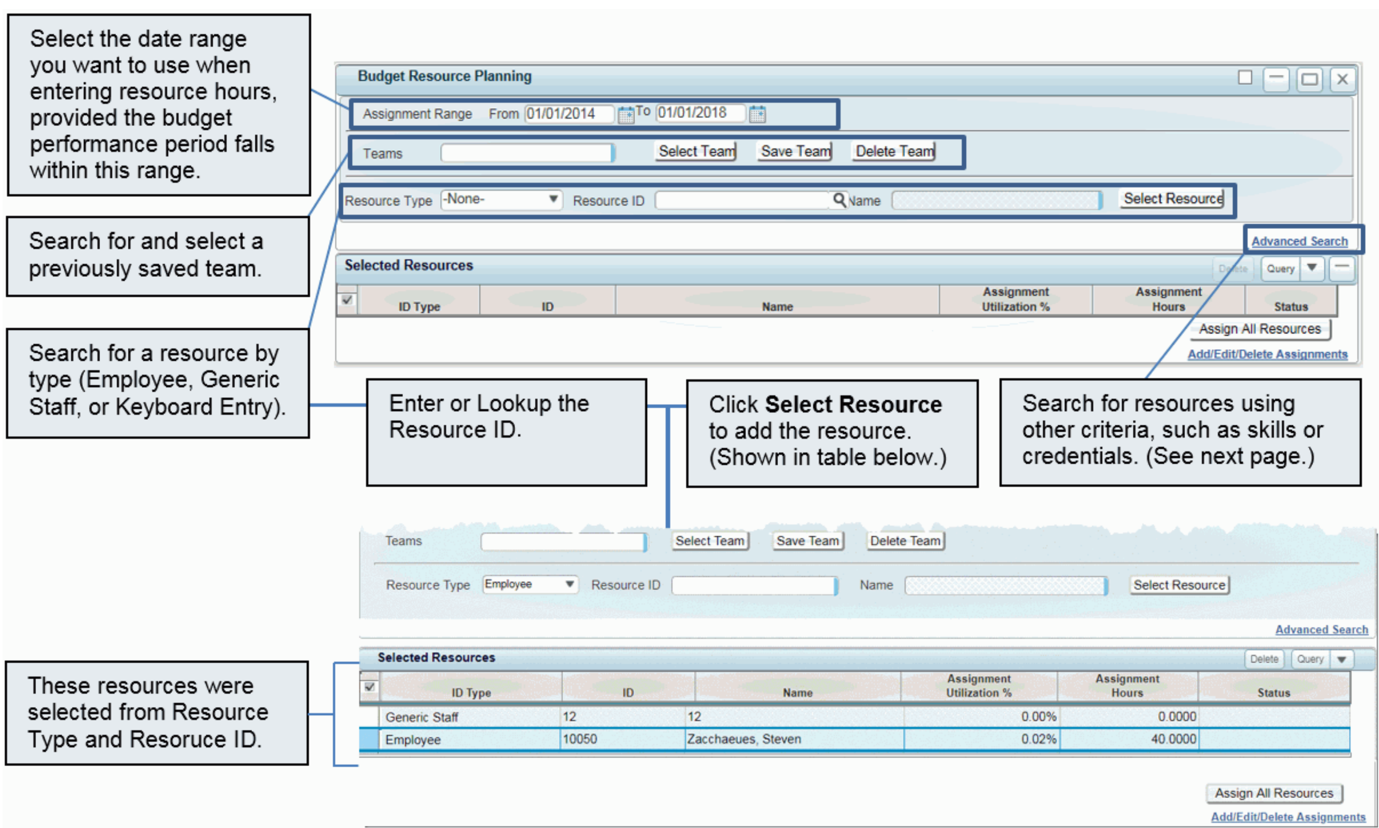
Budget Resource Planning

To open the application, click **Projects » Project Budgeting » Budget/EAC Processing » Budget By Resource**.

From the Budget By Resource screen, you can select individual resources by type or find resources using search criteria. To get started, you must first select the assignment date range for the budget period you want to plan.

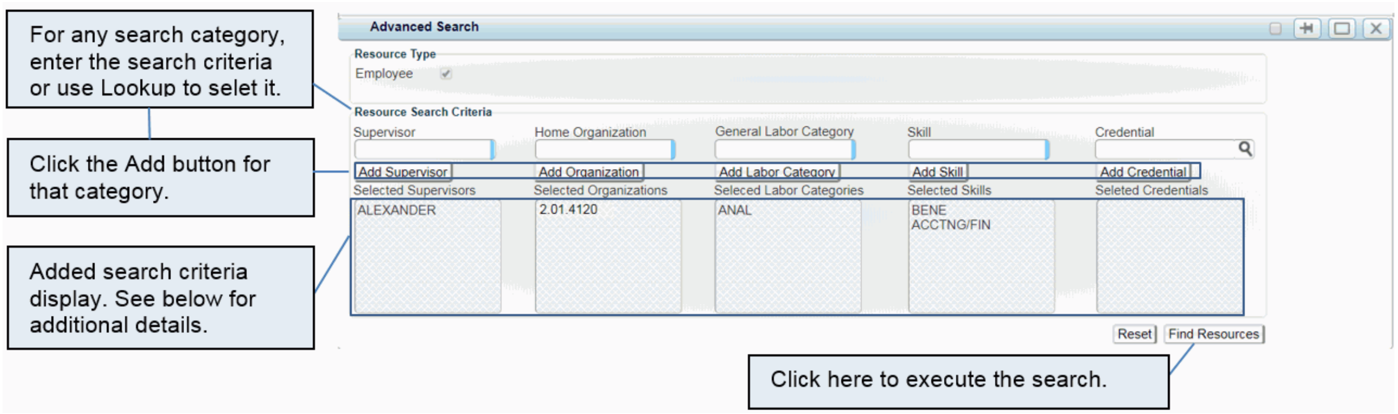
Refer to the screen images below to learn more about using this planning tool.

Select a Resource by Type

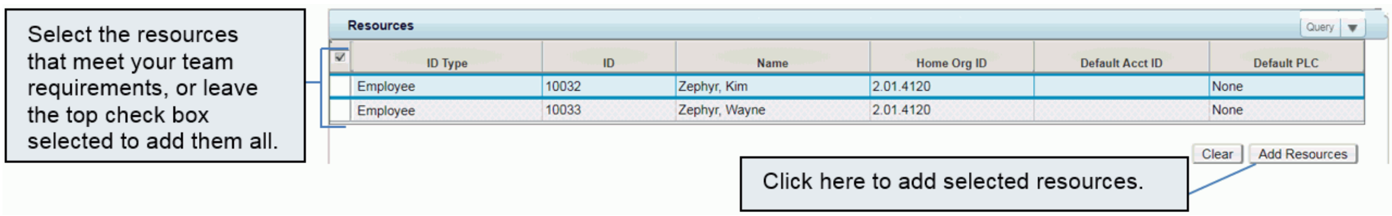


Select Resources Using Advanced Criteria, Modify Resource Hours, and Update Project Budgets/EACs

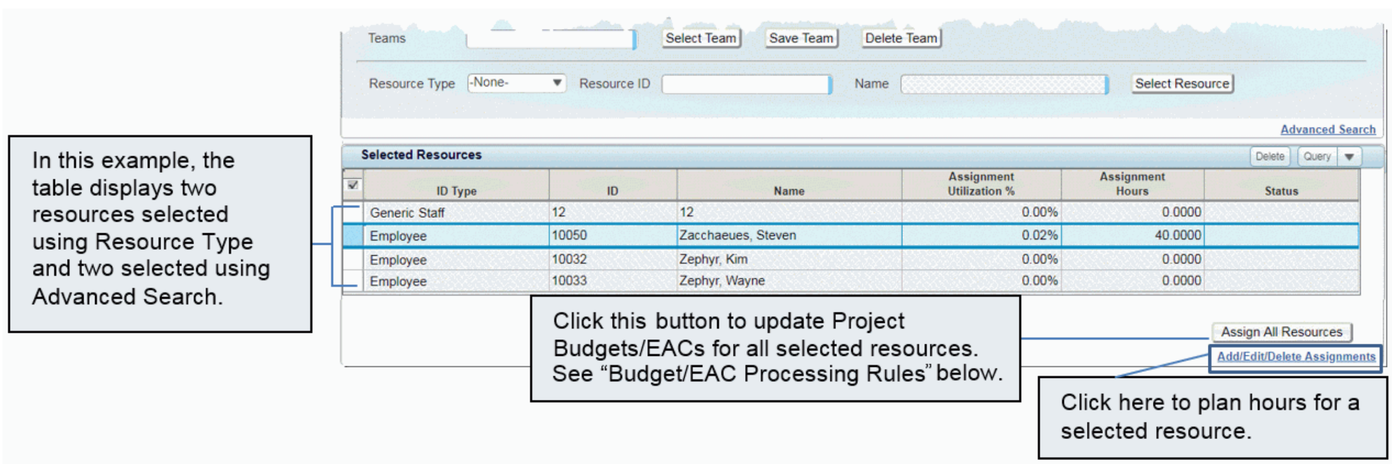
Click the **Advanced Search** subtask link to search for multiple employee resources using other criteria.



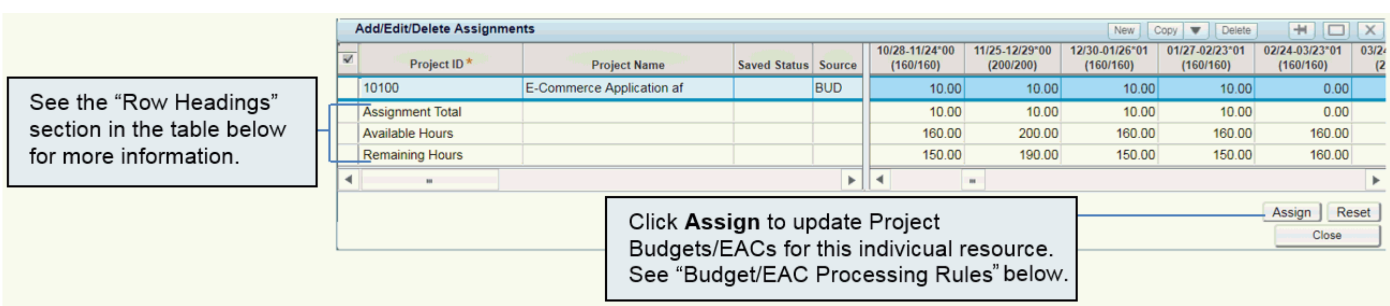
After you click **Find Resources**, the results display in the Resources table.



After you click **Add Resources**, selections are added to the Selected Resources table.



After you click **Add/Edit/Delete Assignments**, you can update hours on existing budgets assignments, add new budgets, or delete budgets.



For a complete listing and description of all the fields that display in the Add/Edit/Delete Assignments subtask, see the online help. The following is a partial list only.

Column/Row Heading	Description
Project ID	This non-editable field displays the Project ID number. The same Project ID may display multiple times if the resource is used under different account IDs, Org IDs, or PLCs.
Row Headings The last three rows of the first column, which are colored yellow, display totals. The totals, which vary by column, always reflect the From/To period you selected in **Assignment Range** at the top of the screen.	
Assignment Total	Assignment hours are the hours assigned to the resource within the selected assignment range. Assignment totals display in the following columns: ▪ **Assignment Hours** – Displays the total number of hours the resource has been assigned. ▪ **Assignment Utilization %** – Displays the total utilization % the resource has been assigned. ▪ **Period (dated column)** – Displays the total hours assigned to the resource for a specific period within the selected date range
Available Hours	Available hours are the hours available to for resource within the selected assignment range. Available hour totals display in the following columns. ▪ **Assignment Hours** – Displays the total number of hours the resource has available. ▪ **Assignment Utilization %** – Displays the % the assignment hours represent. ▪ **Period (dated column)** – Displays total hours the resource has available for a specific period within the selected date range.
Remaining Hours	This row represents the difference between the Available Hours and the Assigned Hours, which is same calculation that is used to arrive at the Utilization %.
Commit	Select the check box to commit the budget when you click **Assign or Assign All Resources**. If the Resource Budget Commit Flag Default setting in Configuration Settings (MAM10) is selected, this check box is selected by default, and budgets with a Status of Working are automatically committed when you click Assign, but the check box can be edited in this screen. That version of the budget will not be set to Approved, and you must approve it from the Project Budgeting/EACs application.
Assignment Start Date	This column displays the assignment start date as entered in the Assignment Range date fields.

Column/Row Heading	Description
Assignment End Date	This column displays the assignment end date as entered in the Assignment Range date fields.

Assign Resource Hours to Project Budgets/EACs

After you finish planning hours for the selected resource, you can save your changes and continue planning hours for other resources, or before proceeding, you can update staff hours in the Project Budgets/EACs application with the current resource assignments by clicking **Assign** on the Add/Edit/Delete Assignments subtask.

To save changes without assigning them, click on the global menu and then click **Close** on the Add/Edit/Delete Assignments subtask.

> **Note:** The Add/Edit/Delete Assignments table and the Selected Resources table both include a status column that indicates whether or not a resource record has been saved.

After you finish planning hours for all resources, click Assign All Resources on the Selected Resources table to update process your changes and update staff hours in the Project Budgets/EACs application.

Budget/EAC Processing Rules

When the Project Budgets/EACs application is updated, the status of an existing budget changes, and if no budget already exists, one is created. Committing the budget also affects the status.

> **Note:** Depending on configuration, the **Commit** check box in the Add/Edit/Delete Assignment subtask will be either selected or clear by default. If it is not selected, the budget must be committed from the individual project budgets.

During processing, budgets are updated according to the following rules:

- If no budget exists, a new Working Budget is created. If the Commit check box was selected, an Incomplete Budget is created.
- If a Working Budget/EAC exists, it is updated. If the Commit check box was selected, an Incomplete Budget with same version number is created.
- If an Incomplete Budget/EAC exists, it is updated. If the Commit check box was selected, an Incomplete Budget with same version number is created. Budget & Planning first creates a Working Budget to add the entry, and if Commit is selected, it then creates a budget with a status of Incomplete with the same version number.
- If a Complete Budget/EAC exists and the Commit check box was selected, an Incomplete Budget/EAC is created. If the Commit check box was clear, a new Working budget/EAC is created with the same version number.
- If an Approved Budget/EAC exists and the Commit check box was selected, a new Working Budget/EAC is created. If the Commit check box was clear, a new Working budget/EAC is created with the same version number.

Save Teams

Prior to closing the application, you can use the Save Team functionality to save the selected group of resources as team, which you can select in future planning sessions.

To save a team, complete the following steps:

1. In the **Teams** field, enter a name for the team.
2. Click **Save Team**.

To search for a previously saved team, in the Teams field, click 🔍 to select the team using Lookup or enter the team name.

Advanced Search

Released March 2018

The Advanced Search functionality which was developed for the Budget by Resource application was also added to the Staff Hours subtask of the following applications:

- Project Budgets/EACs
- Project Non-Backlog Budgets (NPI7)
- Project Proposals (NPI4)

In the above applications, the Advanced Search subtask only displays if the budget/EAC has a status of Working. In all other aspects, the feature performs as described in this document. See "Select Resources Using Advanced Criteria…" in the Resource Planning feature description to learn more about using this feature.

Budget By Resource Configuration Setting

Released March 2018

A **Resource Budget Commit Flag** check box was added to the Projects tab of **Admin » Budget Administration » Administration Controls » Configuration Settings (MAM10)**. When this option is selected, the **Commit** check box in the Add/Edit/Delete Assignments subtask will be selected by default, but the user can change the status.

When this check box is selected, the budget is committed when the user clicks **Assign**, or clicks **Assign All Resources**. If it is not selected, the user must instead commit the budget from the individual project budgets.

Ability to Add Employee Record to Other Direct Cost

Released March 2017

You can now enter employee records using the Other Direct Cost sheet in the Project Budgets/EAC screen.

To add an employee record to, do the following steps:

1. Go to **Projects » Project Budgeting » Budget/EAC Processing »Project Budgets/EAC**.
2. Enter a valid Project ID.
3. Click Execute icon.
4. Click **Other Direct Costs** sheet.

5. Click **New**.
6. Enter the new employee record either in hours or costs.

Updates to SPA5 and SPA8

Released November 2016

Column headers and report names were updated to better explain what information is displayed in each column of the report.

The following changes were made:

1. Updated Column Headers

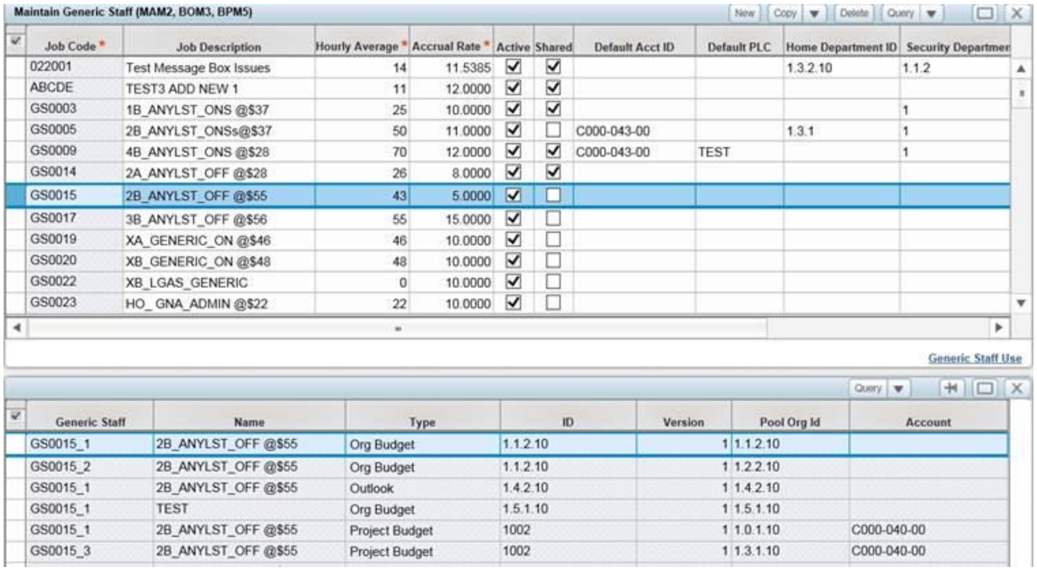
Before	Now
Contract ITD	Incurred ITD
Commitments	Pending
Committed ITD	ITD Plus Pending

2. Renamed the hyperlink at the bottom of the Project Status (SPA5)
3. The link to Commitments Detail is now called **Pending Charges Detail.**
4. The associated “commitments” report which was formerly called ‘Purchase Commitment Detail (SPA8) is now called **Pending Charges (SPA8)**.
5. The report title/header was changed to reflect the new name

Update to MAM2, BOM5, BPM5

Released November 2016

You can now view the generic staff usage and option was added to prevent users from editing values for generic staff that are in use except for the accrual rate.



Real-Time Visibility Into Unposted Labor and Non-Labor

Released August 2016

In order to see the impact of commitments on a project's performance, the Project Status Report (SPA5) will calculate and display revenue and profit on the commitments.

The PSR was also extended to show a true ITD on the project by adding columns to combine the commitments with the Contract ITD actuals (Committed ITD), and finally, compare the Committed ITD to the ITD Budget (Variance ITD). Users of CER will also have this data available for reporting in Costpoint Enterprise Reporting.

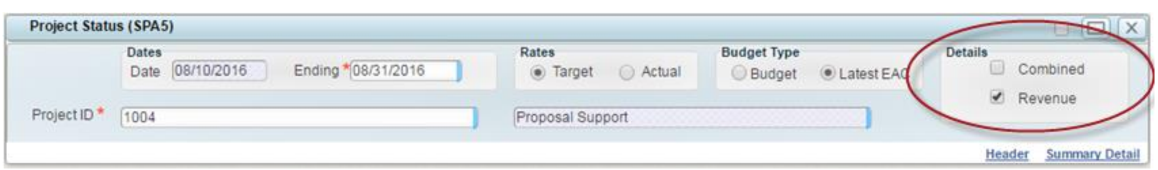
Added Revenue on Commitments

Released August 2016

Project Status Report (SPA5) now calculates and displays revenue on committed costs in the commitments column. This enables users to view how existing projects are affected.

Note: Revenue will only calculate if a valid record exists for the project in the EPROJ_REV_SETUP table, initially populated from Costpoint.

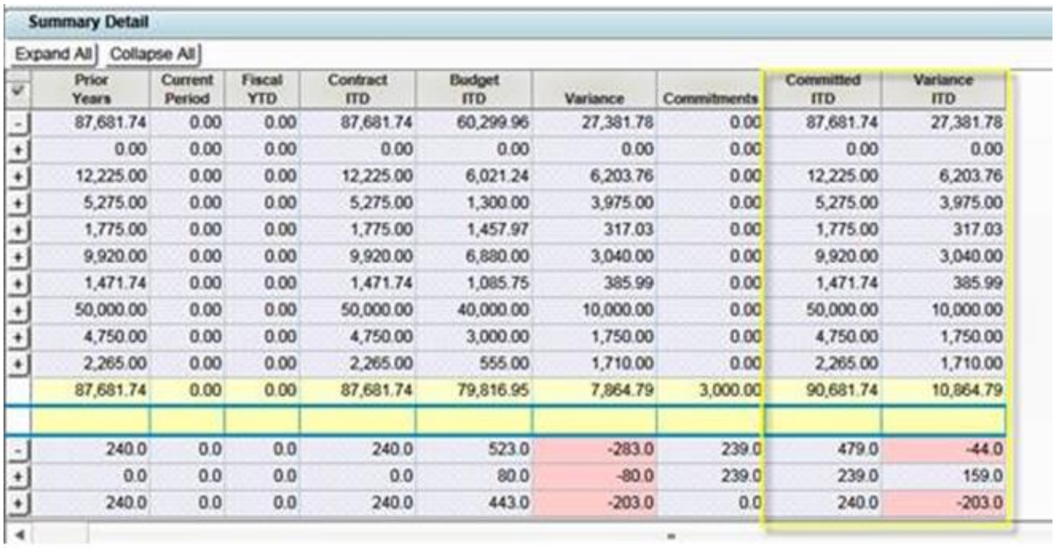
You now have the option to select Revenue from the Details group box.



Added Two New Columns in PSR Summary Detail

Released August 2016

Two new columns were added for addition information. The **Committed ITD** column was added to display Contract ITD plus Commitments detail while the **Variance ITD** column displays Committed ITD less Budget ITD information.



Summary Detail

Expand All | Collapse All

Prior Years	Current Period	Fiscal YTD	Contract ITD	Budget ITD	Variance	Commitments	Committed ITD	Variance ITD
87,681.74	0.00	0.00	87,681.74	60,299.96	27,381.78	0.00	87,681.74	27,381.78
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12,225.00	0.00	0.00	12,225.00	6,021.24	6,203.76	0.00	12,225.00	6,203.76
5,275.00	0.00	0.00	5,275.00	1,300.00	3,975.00	0.00	5,275.00	3,975.00
1,775.00	0.00	0.00	1,775.00	1,457.97	317.03	0.00	1,775.00	317.03
9,920.00	0.00	0.00	9,920.00	6,880.00	3,040.00	0.00	9,920.00	3,040.00
1,471.74	0.00	0.00	1,471.74	1,085.75	385.99	0.00	1,471.74	385.99
50,000.00	0.00	0.00	50,000.00	40,000.00	10,000.00	0.00	50,000.00	10,000.00
4,750.00	0.00	0.00	4,750.00	3,000.00	1,750.00	0.00	4,750.00	1,750.00
2,265.00	0.00	0.00	2,265.00	555.00	1,710.00	0.00	2,265.00	1,710.00
87,681.74	0.00	0.00	87,681.74	79,816.95	7,864.79	3,000.00	90,681.74	10,864.79
240.0	0.0	0.0	240.0	523.0	-283.0	239.0	479.0	-44.0
0.0	0.0	0.0	0.0	80.0	-80.0	239.0	239.0	159.0
240.0	0.0	0.0	240.0	443.0	-203.0	0.0	240.0	-203.0

Added Commitments Revenue to CER Tables

Released August 2016

Revenue calculated on the Project Status Report (PSR) Commitments column was also added to the CER Report tables so users can utilize this information for their report.

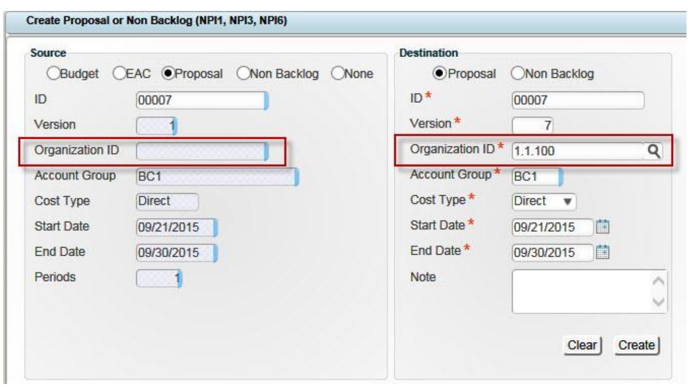
Ability to Modify Organization ID

Released May 2016

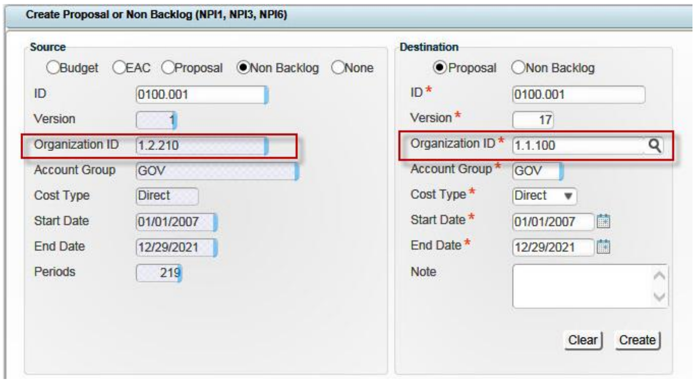
For this version, the Organization ID field was added in the Create Proposal or Non Backlog (NPI1, NPI3, NPI6) screen.

This enables you to change/modify the default Organization ID when you want to clone proposal from existing proposal or when you want to clone from non-backlog project budget to proposal.

Source: **Proposal**



Source: **Non Backlog**



Set Revenue Amounts for Fixed Price Contracts

Released Dec. 2015

A Revenue screen was added, where you can now enter a specific revenue amount for fixed price contracts. Use this screen to manage fixed price revenue and revenue adjustments for project budgets.

To enter or adjust a revenue amount, complete the following steps:

1. In the Projects domain, go to **BNP Project Budgeting » Budgeting/EAC Processing » Project Budgets/EACs.**

   The Project Budgets/EACs screen displays.

2. In Project ID, select the project ID, and in the Project Budget Status table, select the budget.
3. Click the **Revenue Setup/Ceilings** subtask link.
4. To enter a fixed rate, select the **Use Fixed Revenue Amount as Total Revenue** check box, and in the **Fixed Revenue Amount** column, enter the amount.

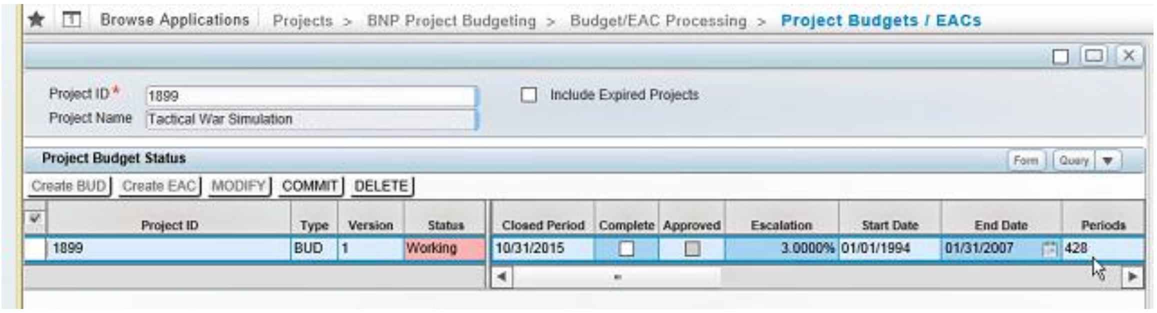
   

   To later make adjustments to fixed rate you have already established, select the **Override Revenue Adjustments from Accounting System** check box, and enter the new amount in the **Revenue Adjustment** column.

Support for Project Budgets that Exceed 130 Periods

Released Dec. 2015

Previous versions of B&P can only support up to 130 periods. Today, B&P 7.0 has the ability to support project budgets that exceed 130 periods.



Full Support for Indirect Project Budgeting

Released Dec. 2015

B&P 7.0 now offers full support for Indirect Project Budgeting by having the ability to recognize Project Account Groups for indirect projects, as well as the ability to create budgets that exceed 130 periods.

B&P7.0 also supports mapping of indirect project accounts using Manage Project Budget Sheet Account IDs (MAP4, MAP5). Use this screen to override the default indirect account IDs for any sheet (tab) in the budgeting module. Indirect Project Account Groups merges with the overrides, giving the user an updated list of Account IDs per sheet in the budgeting module.

Appendix A: For Additional Information

Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to https://deltek.custhelp.com.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com